

Job Description

Position Title: Cleaner (Part-time)

Program: Drop-In Program

Locations: 40 Teesdale, Scarborough, ON

Organization: Warden Woods Community Centre

About Us

Warden Woods Community Centre is a multi-service charity dedicated to working with and for the communities of Southwest Scarborough to address their evolving needs and interests. We offer a wide range of programs and services, including daycare, early years initiatives, child and youth programs, adult and senior services, drop-ins, and an emergency shelter.

Our mission is to build caring, compassionate, just and interdependent relationships with our community. For more than 50 years WWCC has helped cultivate social and economic empowerment across the diverse and growing neighbourhoods we serve. For more please visit wardenwoods.com.

Position Summary

Reporting to the Drop-In Program Supervisor, or designate, the Cleaner is responsible for maintaining a clean, safe, and welcoming environment at our drop-in site. This includes regular cleaning and sanitation duties, as well as supporting the overall upkeep of the space to ensure it remains accessible and comfortable for all our community members.

Job Responsibilities

- Support daily cleaning tasks and general upkeep of the site
- Operate floor cleaning equipment
- Sweep, vacuum, and wash floors
- Clean and sanitize washrooms
- Empty garbage and recycling bins
- Clean furniture and windows (including sills)
- Set up and rearrange furniture for programs and events
- Assemble furniture and equipment as required
- Assist with event clean-ups
- Perform seasonal cleaning tasks (e.g., salt entryways, light snow shoveling, and lawn care)
- Receive and handle deliveries, including moving and storing supplies
- Restock cleaning and washroom supplies
- Carry out minor/light maintenance tasks such as painting, patching, or hanging items
- Follow cleaning schedules and health/safety protocols
- Open and/or close the building, including unlocking/locking doors, securing the premises, and ensuring safety protocols are followed
- Other cleaning duties as assigned

Qualifications:

- High school diploma or equivalent experience
- Experience working in drop-in/shelter services, with an understanding of cleaning in low-barrier community service environments
- Ability to lift up to 50 lbs and operate heavy cleaning equipment
- Ability to complete tasks independently and manage time effectively
- Strong attention to details and commitment to maintaining a clean environment
- Comfortable with building security procedures for opening and closing
- Familiarity with community-based work environments
- Demonstrated commitment to equity, diversity, and inclusion, with an understanding of systemic barriers and experience working in an anti-oppressive, participant-centered environments
- Must be legally entitled to work in Canada

Compensation and Work Conditions:

- **Status:** Part-time
- **Hours:** Up to 30 hours per week; Monday to Friday, 3-hour shifts between 3:30 PM and 8:30 PM (with occasional evenings and weekends as required)
- **Hourly Rate:** \$22.58
- **Work Locations:** 40 Teesdale, Scarborough, ON

Application Instructions:

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from BIPOC people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Warden Woods Community Centre is a unionized workplace, and employees are represented by CUPE Local 5218; this is a bargaining unit position.

A criminal background check is required prior to commencing.

To apply, please send your resume and cover letter via email to careers@wardenwoods.com with “**Part-time Cleaner**” in the subject line, **no later than September 10, 2025.**