



GOOD SHEPHERD MINISTRIES

GOOD SHEPHERD CENTRE
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Job Title: Lead Hand

Department:

Reports to: Program Manager, Good Shepherd CARES

Role Summary:

Reporting to the Program Manager, Good Shepherd CARES or designate, the Lead Hand enhances the dignity and quality of life of Good Shepherd clients through his/her assumed responsibility for the delivery of quality bedbug extermination services through Good Shepherd CARES, a Social Purpose Enterprise which provides employment opportunities to clients in a Supportive Employment model.

Justice, equality, dignity and acceptance of clients is aided through assumed responsibility for ensuring clients have the opportunity to learn and develop marketable skills in a professional and supportive environment.

Through positive role modelling, the Lead Hand is responsible for the demonstration of the Mission, Vision and Values at work within Good Shepherd CARES.

Responsibilities for this position include the following:

To carry out all duties and responsibilities in accordance with the Mission, Vision and Values of Good Shepherd Ministries. To observe all health and safety rules and regulations. To work as a lead hand in the delivery of quality social purpose services including bedbug prevention and extermination in an on-the-job training program which involves unit preparation, light maintenance, extreme cleaning, and disposal of infected belongings and furniture. To be responsible for taking orders, scheduling and assigning tasks to program participants as directed. To support participants in performing the required tasks of the on-the-job training program. To complete regular inventory counts, and re-order and receive equipment and supplies as required. To maintain and properly store adequate supplies and equipment, adhering to all Health & Safety and WHMIS requirements. To complete all required documentation. To perform any other tasks as required or as assigned by the Program Manager.

Skill, Nature and Scope:

- Demonstrated commitment to the Mission, Vision and Values of GSM is a requirement.
- Recognized course in janitorial duties or equivalent work experience.
- Organization skills to provide direction and supervision to program participants.
- Knowledge of WHMIS requirements and associated precautions.
- Excellent communication and interpersonal skills.
- Must have valid driver's license.

Hours of work:

- This is a full-time, 40 hours/week position requiring flexible hours. The position qualifies for benefits after the successful completion of the probationary period.

Wages and benefits: \$18.00 per hour start rate and \$18.70 after successful completion of probation.