



GCWCC Janitorial Grant Program Details

PURPOSE:

This program provides funds to help Community Centres hire a janitorial worker/caretaker for day-to-day maintenance.

WHO MAY APPLY?

All Community Centres, as recognized by the City of Winnipeg/GCWCC and located within the City of Winnipeg boundaries, are eligible for funding. Applicants must be in good standing with GCWCC.

ELIGIBLE COSTS:

In 2021, the grant will provide \$12.61 per hour, plus holiday pay and mandatory employer related costs (MERC's) to a **maximum of 70 hours per pay period**.

EMPLOYEE CRITERIA:

- Employees of the program cannot be a current board member of the Community Centre, or a relative of a current board member of the Centre.
- Employees must be a minimum of 18 years of age.
- Employees that are not supervised by another employee of the Centre **must be capable of working unsupervised**.
- Employee duties are to focus on caretaking.

APPLICATION PROCESS:

- **Deadline: November 13th**. Late applications will not be considered.
- The completed application must include the Community Centre's approved September financial statements (including all accounts and investments) and a Board motion approving this application. Your application will NOT be considered without this information.
- Community Centres must apply annually

APPROVAL PROCESS

- All applications will be considered and prioritized based on the needs of each individual Community Centre and the availability of funding.
- Written notification will be sent to all applicants in December.

RESPONSIBILITIES:

- As the employer of record, GCWCC will administer employee payroll, deduction remittances, and T4's.
- Community Centres are responsible for the day-to-day management of the employee.
- The Community Centre must provide the employee with a **detailed, written job description and forward a copy to GCWCC**.

- Community Centres are responsible for providing all training that is required by the employee in order to successfully perform his/her duties. ***Employees are not to operate machinery unless fully trained and qualified to do so.***
- The Community Centre is to ensure a daily attendance timesheet is completed by the employee. ***This timesheet must be signed off by the Centre supervisor/manager and forwarded to GCWCC on a timely basis for bi-weekly payroll purposes.***
- Community Centres are to inform GCWCC of any incidents related to absenteeism, or adverse behavior displayed by the employee.
- Community Centres are to inform GCWCC if employment has resigned.

EMPLOYEE EVALUATION:

An evaluation of each Janitorial Program employee's performance is to be provided to GCWCC annually, ***by October 31st.*** The "Employee Performance Review" is to be completed by the caretaker's Community Centre supervisor. The form must be signed by both the caretaker and the employing Centre, verifying that the review has been discussed in detail with the employee. ***Failure to complete and return an annual employee evaluation will impact consideration of a Centre's application for the following year.***