



**JOB POSTING
CLEANER 0.8 FTE - TERM**

TITLE: Cleaner – Term until March 31, 2022

LOCATION: 661 Main Street

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

WAGE: Starting at \$18.50

SCHEDULE: Evenings 12:30 to 21:00

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| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
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POSITION SUMMARY

The outcome of this position is to ensure Main Street Project (MSP) buildings, both interior and exterior are kept clean at all times which includes cleaning floors, washing walls and glass, removing/emptying refuse containers, removing garbage from MSP owned property (parking lots, lanes and alleyways), snow removal, ice sanding, and notifying maintenance of repairs.

KEY RESPONSIBILITIES

- Service, clean, and stock restrooms
- Gather and empty trash
- Clean floors multiple times during shift
- Sweep mop, and vacuum duties
- Strip, seal, finish, and polish floors
- Follow procedures regarding use of chemical cleaners and power equipment
- Adhere to all health and safety protocols (WHMIS, PPE, Occupational Safety and Health)
- Notify manager concerning the need for major repairs or additions to building operating systems
- Clean windows, glass partitions, or mirrors
- Snow removal and ice sanding
- Other duties as assigned

QUALIFICATIONS

- Prior housekeeping or cleaning experience in a similar community health environment
- Reliable, punctual, and dependable in fulfilling position obligations
- Attention to detail and ability to complete tasks
- Demonstrates adaptability and flexibility to changing needs and tasks
- Ability to take initiative beyond the scope of assigned daily and weekly tasks to meets the needs of the department
- Excellent verbal and written communication skills
- Customer Service skills, ability to interact professionally with staff, visitors, clients and management
- Working knowledge of basic computer skills (i.e. Outlook).



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ADDITIONAL REQUIREMENTS

- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials
- Ability to handle and move objects - Using hands and arms in handling, installing, positioning and moving materials
- Working knowledge of basic computer skills (i.e. Outlook).
- Ability to lift 50lbs or more
- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and Clear Adult Abuse Registry Check required. Employee is responsible for any service charges incurred.
- Valid Driver's License
- Proof of being fully vaccinated against COVID-19 is required unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the Canadian Human Rights Act.

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying:

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| Submit required documentation to | <u>hr@mainstreetproject.ca</u> |
| Required Documentation | Resume, Cover Letter |
| Closing Date | November 23, 2021 |
| Subject Line | Cleaner Term Position |

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.