



**main  
street  
project**

## CLEANER/MAINTENANCE WORKER JOB POSTING

**TITLE:** Cleaner/Maintenance Worker – Term until March 31, 2022

**LOCATION:** 661 Main Street

**DEPARTMENT:** Facilities

**REPORTS TO:** Facilities Manager

**STARTING WAGE:** \$18.50

**SCHEDULE:** Monday to Friday, 7:30 – 16:00

The Cleaner/Maintenance worker ensures that Main Street Project (MSP) buildings, both interior and exterior are kept clean and in good repair 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, completing ongoing maintenance requirements and notifying Facilities Manager of required 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
- Ensure inventory of cleaning supplies is maintained in all areas, restocking as needed
- Snow removal and ice sanding
- Moving of furniture, donations and deliveries
- Minor maintenance including, but not limited to:
  - Minor plumbing issues (e.g. unclogging drains, etc.)
  - Simple Carpentry (e.g. dry wall patching, door replacement, etc.)
  - Painting
  - Removal/installation/assembly of furniture and fixtures
- 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).

## 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

## APPLICATION PROCESS:

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

Submit required documentation to	<a href="mailto:hr@mainstreetproject.ca">hr@mainstreetproject.ca</a>
Required Documentation	Resume, Cover Letter
Subject Line	November 9, 2022
Closing Date	Cleaner/Maintenance Worker 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.