

# Job Posting

## Janitor

We are looking for a self-starter and team player with initiative who enjoys working in a fast-paced environment. The ideal candidate for this position is detail-oriented, flexible and performs a variety of maintenance and cleaning tasks to keep the buildings looking perfect. To work well in this role you should have basic maintenance knowledge around building repairs and some experience cleaning.

**This position reports to:** Manager  
**Starting Date:** December, 2018  
**Employment status:** Permanent Full time position  
**Salary:** \$17.66/hr.

### **Main Duties and Responsibilities:**

- General cleaning of the building and keeping it maintained and in good condition
- Vacuum, sweep, mop floors and dusting.
- Cleaning and stock restrooms.
- Clean stairwells and elevator (glass windows, walls, handrails, doors and floors)
- Collect and dispose of trash.
- Mow lawns, remove snow from walkway & spread salt.
- Perform minor repairs.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Notify management of occurring deficiencies or needs for repairs
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Perform and document routine inspection and maintenance activities
- Stock and maintain supply rooms
- Full cleaning of vacant rooms (checked out rooms) and prepare rooms for new residents

### **Key Qualifications:**

The successful candidate must have:

- High school diploma and minimum 1 year janitorial experience
- Able to use basic cleaning equipment.
- Able to work safely with a variety of cleaning supplies.
- Ability to work well under minimal supervision
- Physically capable of lifting and moving objects up to 20 kg as necessary
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Able to use basic cleaning equipment.
- Familiarity with Material Safety Data Sheets
- WHMIS certificate
- A Clear Police Reference Check for Vulnerable Sector

**To apply:** Please forward your Resume and Cover letter to the email address below to the attention of the Hiring Committee by **October 26<sup>th</sup>, 2018 at 5p.m.**

**Please quote the job title in the Subject line of your email**

**E-mail: [jobs@cciottawa.ca](mailto:jobs@cciottawa.ca)**