



Job Description

Adult Centre Cleaner

RFCS is committed to an inclusive workplace where everyone is treated with respect, dignity, and fairness. We advocate for underrepresented groups, including the LGBTQ2S+ community, Indigenous peoples, linguistic minorities, persons with disabilities, women, youth, older workers, newcomers, and all visible minorities. We acknowledge that diverse employees bring enriching experience-based knowledge to the workplace and our services.

Position: Permanent Part-time.
Hours: Up to 6 hours per week.
Cleaning to be done twice a week at 1109 Garrett Street and once a week at the Centre.
Locations: Adult Centre 1109 Garrett Street and the Centre at 1042 Elizabeth St.
Rate of Pay: \$17.00 an hour
Supervisor: Seniors Program Supervisor

Major Responsibilities:

1. Cleaning the two buildings
2. To ensure adequate supplies
3. To maintain cleaning equipment and ensure proper storage of equipment and supplies
4. Participate as a RFCS team member

1. Cleaning the two buildings

- a. Clean shared space - Cleaning the kitchen and washrooms, vacuuming /sweeping hallways floors, disinfecting flat and high touch surfaces and emptying garbage and recycling. (see detailed cleaning schedule provided)
- b. Clean staff/tenant offices – Maintain floors, disinfect high touch surfaces
- c. Perform heavy cleaning duties such as interior window washing, wiping down window sills, doors, baseboards, etc, as required and requested.
- d. Notify Supervisor of any concerns or hazardous building conditions.

2. To ensure adequate supplies

- a. To monitor supply of cleaning supplies/ toilet paper/ soap/paper towel/ garbage bags at the two sites.
- b. To inform Supervisor when supplies are running low or cleaning equipment needs to be repaired or replaced.

1. To maintain equipment and ensure proper storage of equipment and supplies

- a. Ensure cleaning supplies are stored in a safe manner according to applicable health and safety standards and WHMIS.
- b. Maintain equipment and ensure it is stored in a safe and secure location.
- c. Notify Supervisor when cleaning equipment need to be repaired or replaced.

4. Participate as a RFCS team member

- a. Role model professional behaviour and positive communication with staff and community members
- b. Promote culture of health and safety
- c. Pitch in as needed with enthusiasm

Qualifications and Experience:

- High school diploma/GED
- One year experience in the cleaning/maintenance of a building an asset

Knowledge and Skills:

- Able to work independently with minimal supervision
- Able to multitask and prioritize work to get the cleaning completed within the hours allocated
- Attention to detail
- Problem solving skills
- Highly motivated

Requirements:

- Criminal Reference Check
- Physical ability to lift heavy items such as cleaning equipment and garbage bags

Send a letter outlining your interest and experience relating to the position.

Email to louisem@rfcs.ca or drop off to 1109 Garrett St. Sharbot Lake.