
Job Title:
Reports to:

Cleaning Associate
Area Coordinator



Job Responsibilities:

- Ensure the health, comfort and safety of our Customers
- Ensure daily communication with all site Associates
- Clean building entrances, elevators, offices, halls, stairwells, laundry rooms, garbage rooms, amenity rooms and any other common areas as required
- Clean vacant suites and other suite touch-ups as required
- Interior and exterior garbage pick-up as required
- Snow removal
- Ensure proper and accurate inventory management
- Ensure all equipment is working and being maintained properly
- Complete other tasks assigned by the Area Coordinator

Experience and Educational Requirements:

- 2 years Cleaning Experience preferred

Technical Requirements:

- Working knowledge of English both verbal and written

Non-Technical Requirements:

- Strong commitment to providing excellent customer service
- Ability to take responsibility for all actions and decisions and to follow through until a resolution is obtained
- Strong planning and organizational skills coupled with ability to multi-task and prioritize
- Excellent time-management skills
- Ability to work independently (self managed) and with other Associates in a team environment
- Ability to learn quickly, adapt to change and be flexible in nature
- Displays a high level of initiative and commitment to excellence
- Demonstrates a positive attitude, enthusiasm and assertiveness
- Ability to spend up to eight hours walking, standing, climbing stairs, lifting,
- Ability to maneuver up to 90kg with the proper equipment

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