



WE ARE

HIRING!

OFFICE CLEANER

MOUNTAIN OFFICE

**SOUTHEAST
CHILD & FAMILY SERVICES**

Duties & Responsibilities:

The Cleaner maintains the cleanliness of the facility and is responsible for the following:

- Meticulous cleaning of floors, tables, desks, washrooms, windows, dusting, vacuuming
- Collects and disposes of garbage and recycling
- Checks, cleans, moves, and arranges furniture and wall coverings as required
- Checks doors and windows to ensure building security
- Reports safety concerns and repair issues i.e. furniture and fixtures
- Restocking washroom and kitchen supplies
- Regular cleaning of staff kitchen area, boardroom, offices, and public office areas
- General sanitizing and disinfecting
- Performs other duties as assigned

Qualifications:

- Previous cleaning experience is preferred
- A valid driver's license and reliable vehicle is required
- The following is a requirement of all SECFS employment positions
 - Current (within 6 months) Criminal Record Check
 - Current (within 6 months) Child Abuse Check
 - Current (within 6 months) Adult Abuse Registry Check

Physical Requirements:

- Job requires frequently operating industrial cleaning equipment and tools, mopping/sweeping, bending/twisting/lifting etc. and ability to lift up to 50 pounds.

Application Process: Competition 2022-24

Salary: \$18.00 per hour (Negotiable for Full or Part-Time)

Closing Date: May 5, 2022 (or until filled)

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits

Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

Job Postings can be viewed at: www.secfs.ca