Term Contract: Building Cleaner

Three month contract, Gloucester Housing Corporation

We are seeking a Building Cleaner on a term contract for three months. The Building Cleaner is responsible for the day-to-day cleaning of interior and exterior common areas across Gloucester Housing communities. They report any outstanding maintenance issues to the office.

Daily and Weekly Tasks in Gloucester Housing offices:

* *Garbage* - check and clean garbage. Check recycle bins - break down empty boxes. Assist with lifting office furniture and boxes as directed.
* *Hall and Stairwell –* clear any litter, vacuum/sweep as necessary. Wash any marks on doors and walls. Wipe down door handles at least weekly.
* *Exterior -* clear litter, sweep outside stairs and ramp, and clear snow in the winter.
* *Washrooms -* clean floors, fixtures. Clean toilet at least once a week. Replenish supplies.
* *Other -* check all lights and replace bulbs as necessary. Report anything

missing or damaged. Check/ empty garbage pails in individual offices. Dust communal areas and offices weekly. Wipe all surfaces.

Weekly tasks across all Gloucester Housing communities:

* *Community Rooms* - polish bright surfaces - windows, mirrors, metal etc. Clear litter, any junk mail, etc. Wash floors. Wipe and vacuum vent covers.
* *Laundry areas -* wash machines outside, check inside. Clean lint filters, sweep/wash floor. Clean windows, sinks, counters, faucets. Vacuum behind the machines.
* *Garbage -* Check garbage and recycle bins after pickup - hose out recycle bins as needed. Put out large items for curb side pick-up.
* *Maintenance rooms -* tidy up supplies, wash out sinks.
* *Exterior -* sweep walkways, pick up garbage left around the community, particularly play areas.

Monthly tasks:

* *Exterior/parking areas –* sweep.

Other:

* *Garbage -* scrub out bins after pick-up, disinfect. Scrub out garbage areas
* *Storage and mechanical rooms -* sweep/vacuum. Clear out old furniture.
* *Laundry -* check exterior exhaust vents for lint accumulation - clean if

 accessible or notify office.

Three-month contract, $15 per hour. 37.5 hours per week. Hours are mostly 8-4pm, and flexibility is required. On-call duties, for which an extra payment is given.

Start date as soon as possible. Please email resume to: abisson@gloucesterhousing.ca or fax to Alain Bisson on 613-748-4736 by September 14th, 2012.