



CCOC is looking for a motivated and detail-oriented Building Cleaner to keep our buildings in the best possible shape for our tenants.

Are you the right fit for our team? Our ideal candidate has some cleaning experience, a G class license, and access to a reliable vehicle. Preference will be given to candidates with personal or professional experience with marginalized communities.

Does this sound like you? Apply to be our next Building Cleaner today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

Compensation: Starting wage between \$35,000 - \$38,889. Maximum compensation for this position is \$42,778 per year (2021 rates).

Benefits: Extended health care, dental and eyewear, OMERS pension.

Application deadline: 3:00pm on Friday, January 8, 2021

Forward resume and cover letter by email to [hiring@cchohousing.org](mailto: hiring@cchohousing.org). Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

Building Cleaner

Reports To: Operations Manager
Department: Facilities Management

Summary:

Cleaners are responsible for the day-to-day cleaning of interior and exterior common areas of multi-residential buildings. They are expected to report any outstanding maintenance issues to the office.

Responsibilities (this is not an exhaustive list)

Cleaners will perform their duties according to a general building schedule, which includes daily, weekly, monthly and seasonal tasks. This schedule may be amended from time to time to account for building-specific circumstances. The schedule is as follows:

Daily Tasks:

- Garbage - check and clean garbage room, chute, and chute rooms at each floor
Cycle bins as needed. Check recycle bins - break down empty boxes
- Lobby and Elevators - wash floors, elevator walls. Vacuum carpets. Clean and polish bright surfaces - windows, mirrors, metal etc. Clear litter, junk mail, etc
- Halls and Stairwells - clear litter, vacuum/sweep as necessary. Wash elevator doors, marks, etc. on walls
- Laundry - wash machines outside, check inside. Clean lint filters, sweep/wash floor. Clean windows, sinks, counters, faucets
- Roof/Garage/Exterior - clear litter, check doors for latching/locking
- Washrooms - clean floors, fixtures. Replenish supplies
- Other - check all lights and replace bulbs as necessary. Report anything missing or damaged. Check/ empty garbage pails, ashtrays
- Clear out old furniture, garbage, etc. (Check with office on abandoned items)
- Deliver notices as directed by office staff
- Working with hand held technology to track daily tasks and payroll information
- Exterior - sweep entryways, front steps, walkways, etc

Weekly Tasks:

- Garbage - wash down chute, hose out garbage room. Check garbage and recycle bins after pickup - hose out recycle bins as needed. Put out large items for curbside pick-up

- Halls and stairwells - vacuum carpets. Sweep/mop stairs top to bottom. Wipe railings, doors, etc. Check stairway doors for proper closing, latching and report
- Laundry - vacuum behind/beneath machines
- Cleaner's room - tidy up supplies, wash out sinks

Monthly Tasks:

- Hallways and stairwells - wipe vent covers, light fixtures, baseboards. Vacuum firehose cabinets
- Laundry - strip and wax floors (move machines)
- Exterior/parking areas - sweep
- Check filters for Make Up Air Units and replace as needed

Quarterly Tasks:

- Hallways - shampoo carpets
- Storage and mechanical rooms - sweep/vacuum
- Laundry - check exterior exhaust vents for lint accumulation - clean if accessible or notify office
- Lobby/Elevators - shampoo carpets, wash baseboards, doors and frames. Strip and wax floors

Winter tasks:

- Lobbies - clean out slush mats and mop floors daily (twice daily if needed)
- Exterior - check snow/ice operations - clear snow and apply salt/sand as needed
- Monitor litter as snow melts in spring

Summer tasks:

- Clear litter from planters and flower beds
- Water lawns, flower beds
- Cut grass as needed
- Remove Manitoba Maple sprouts from all areas
- Rake leaves in fall

Perform other duties as requested by the Director of Facilities Management or the Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

Education and Experience

- Secondary school diploma or equivalent
- Six months of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Tasks are very simple repetitive
- Familiarity with basic email communication
- Basic verbal communication in English or French
- Basic written communication in English or French
- Valid Ontario Class G Driver's License and a reliable vehicle

Supervision and Decision-Making

- Few peer coordinating responsibilities
- Works under general supervision and uses well-defined methods to complete tasks. Methods and procedures are well defined
- Some impact if errors are made
- Occasional use of confidential information

Working Environment

- Interaction with internal colleagues involves exchange of simple information
- Interaction with external contacts involves the exchange of simple facts
- Periods of moderate physical effort required (for example, constant travel within the city on a daily basis, usual handling of medium-weight objects 10 to 25lbs and up to 60lbs of salt in the winter)
- Some degree of physical skill and coordination required (for example; mopping and sweeping)
- Work may be a little uncomfortable and may lead to minor injury and illness
- The incumbent may experience moderate stress