



Competition No.: **2023-126**
Position: **Cleaner/ Maintenance**
Classification: **Man \$37,950.00- \$44,581.52**
Full-Time Permanent (Non-Union)
• **Evenings 12:30 pm to 8:30 pm**
Location: **470 Notre Dame (Winnipeg)**
Closing Date: **November 28, 2023**
Apply by: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

Under the direct supervision of the Office Manager the Cleaner/ Maintenance person will perform general upkeep of the Notre Dame Avenue Office. Cleaner/Maintenance assumes the duties of the custodian during business hours. They assume all duties and responsibilities in accordance with the Agency's philosophy, direction, and policy standards.

Maintenance duties:

- Performs general upkeep of the office such as repairs and cleaning
- Responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy, safe and functional
- Ensures building and equipment meet all safety, security and fire regulations
- Makes recommendations for major repairs and purchases to Office Manager
- Performs minor repairs such as repairing furniture and other basic equipment repairs
- Transports equipment, furniture, supplies using aides such as dollies/carts
- Arranges furniture for special events
- Assembles office furniture, desks, cabinets, etc
- Assists with hanging pictures, corkboards, whiteboards, TV's, etc.
- Ensures lighting is in working order and changes light bulbs as needed
- Ensures that the hallways and meeting spaces are always clean and clutter free.
- Patches holes, light paint touch ups, etc.
- Responsible for minor bathroom repairs (fixes toilets, bathroom stalls, etc.)
- Responsible for disposing broken furniture
- Responsible for ensuring sidewalk is safe for walking (applying salt/sand in winter, shoveling as needed)
- Weekly inspection of agency vehicle
- Perform general maintenance duties on properties and equipment
- Reports safety concerns and repair issues (i.e. furniture and fixtures) to Office Manager
- Performs other duties as assigned

Custodial duties:

- Ensures the general upkeep of the facility such as cleaning floors, washrooms, windows, collects and disposes of garbage/recycling, vacuums
- Ensures any spills are taken care of immediately
- Assists with ordering cleaning supplies and advises Office Manager when items are running low
- Restock bathroom as needed

*Berens River First Nation - Black River First Nation – Bloodvein First Nation - Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation*

- Refill soap dispensers and sanitizing dispensers
- Washes the dish towels
- Ensures dishwasher is emptied in the morning
- Clears the sink of dishes
- Ensures office is presentable by wiping down walls, removing debris/recycling
- Responsible for wiping door handles, furniture, counters, light switches, copier machines and other high touch areas twice daily

Qualifications:

- Skilled in the use of tools e.g. hammers, saws, drills, and wrenches
- Ability to respond to work orders in a timely and professional manner
- Maintain a high level of independence and is self motivated
- Ability to work under stressful situations
- Communicates respectfully to ensure positive working relationships
- Excellent decision-making skills
- Frequently operating cleaning equipment and tools, mopping/sweeping, bending/twisting/lifting/etc.
- Ability to lift up to 100 pounds.
- Previous experience preferred
- A valid driver's license; a reliable vehicle; and proficiency with Microsoft Office
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and Prior Contact Check

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.