

Ma Mawi Wi Chi Itata Centre, Inc
EXTERNAL Employment Opportunity / Competition

May 14, 2019

Position Title: Cleaning Personnel (North End Wellness Centre)
Classification: **Casual staff**
Location: Win Gardner Place
Salary: To be negotiated

The Ma Mawi Wi Chi Itata Centre is currently seeking an individual for the position of Casual Cleaning Personnel. Under the supervision of the NEWC Coordinator, the Cleaning staff will provide general cleaning services and is responsible for the cleanliness of the North End Wellness Centre Building. The Cleaning staff assumes the following duties and responsibilities in accordance with Ma Mawi Wi Chi Itata Centre's philosophy, direction and established policy standards.

DUTIES AND RESPONSIBILITIES:

General Cleaning:

- Identify and maintain a high level of cleaning in the building.
- Implement the building cleaning program and perform day-to-day routine cleaning duties.
- Respond to requests for situational cleaning needs.
- Ensure cleanliness of areas external to the building.
- Ensure all entrances, walkways and access/exit points are clear of equipment, debris, snow, ice, etc. as required.
- Ensure proper availability of cleaning supplies.

Building Maintenance:

- Open and lock up building as required.
 - Ensure building is locked and secure after hours.
 - Assist with other building functions as required
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All letters of interest and resumes for this job post will be accepted until filled.

Attention: Jacqueline Trout
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