

Westbury Rental Residences

Job Description

Job title	<i>Cleaner</i>
Reports to	<i>Resident Manager</i>

Note: The job description is meant to describe the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, skill efforts, or working conditions associated with the job.

Job Overview

Under the reporting direction of the Resident Manager, the Cleaner is to oversee the overall daily cleanliness of the building(s) and property grounds. To ensure the property meets regulations in building operations, health and safety.

Key Accountabilities

Cleaning

- Regular scheduled cleaning of all common areas including mopping and sweeping entrances, corridors, hallways, stairs, laundry room and elevators
- Ensure cleanliness and dusting of various fixtures, windows, fire extinguisher, and windows
- Ensure vacant suites are cleaned in preparation for tenant viewing and move in
- Replace light fixtures in all corridors, hall ways, elevators, laundry room, and office area
- Ensure inside and outside the building is free of trash daily including the storage spaces, garbage storage, and parking lots
- During seasonal periods to ensure property ground is clean and safe including grass trimming, snow shoveling the sidewalks
- To work with Resident Managers to ensure building maintenance on a daily basis including on call emergencies
- Other duties as assigned

Qualifications

- Minimum High School Diploma
- Strong physical dexterity capabilities to perform duties mentioned above
- Must be able to communicate fluently in English
- Must be legally authorized to work in Canada (i.e.: Permanent Resident or Canadian Citizen)
- Detail-oriented
- Team player
- Availability for daily schedule and on call

For interested qualified applicants, please send your resumes to careers@firmcapital.com.