



SPECTRA

Cleaner – Job Description

Title

Cleaner

Reports To

Elizabeth Pereira, Housekeeping Mngr/ Geoff Shiavelis, Assistant Housekeeping Mngr

Summary

The Cleaner will be responsible for keeping buildings in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, cleaning and stocking restrooms, washing walls, glass and upholstered furniture, and removing rubbish. Duties may include notifying management of the need for repairs.

Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity

Job Duties

- Performs general cleanup of all office facilities.
- Sweeps, mops, polishes, refinishes resilient floors, vacuums and shampoos carpeted areas, dumps garbage and recycle bins, performs all cleaning aspects of halls, offices, board rooms, restrooms, lunchroom as well as washes walls, windows, upholstered furniture and window coverings.
- Cleans and stocks restroom facilities
- Cleaning the arena bowl (seating area)
- Monitors work quality, trains as needed.

Requirements

- Highly motivated and able to work independently.
- Must be able to schedule and prioritize work for self.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, and flexibility.
- Strong communication and problem solving skills.
- Able to create alternative solutions to problems.
- Excellent time management and project management skills.
- High level of sound and independent judgment and reasoning.



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- Ability to interpret and implement company policies and procedures.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure.
- Strong attention to detail.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- First Aid skills and/or certificates are considered assets.

Work Conditions

- Physical ability to lift up to 30lb.
- Overtime as required.
- Hazards associated with the trade.
- Work both indoors and outdoors.

Applicants can apply to Employment@CoreEntertainment.ca