



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
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Building and Grounds Maintenance Worker (Weekday Mornings) October 2021

Term Position – Part-time (20 hours/week)

Position Purpose and Summary: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc. and IRCOM House Inc., the Building and Grounds Maintenance Worker: maintains the buildings and grounds of IRCOM House Inc. in a clean, safe and attractive condition for all tenants, staff and program participants.

Under the supervision of the Facilities Manager or designate, this position will carry out the following:

DUTIES AND RESPONSIBILITIES

Building Cleaning (65%)

- Clean (sweep, wash, vacuum) floors of all designated building areas (program rooms, offices, washrooms, staircases) daily
- Clean and disinfect windows, mirrors, doors, door handles, elevators, and wall surfaces
- Gather and remove all waste from all trash cans daily
- Stock and maintain all shared washrooms with paper towel, toilet paper, soaps
- Clean empty suites prior to arrival of new tenants as required by Building Supervisor
- Disposes of any abandoned furniture and items from the building.

Grounds Maintenance (15%)

- Remove snow on all walkways on each day with snowfall
- De-ice and sand all walkways around IRCOM House
- De-ice and sand parking lot as needed
- Gather and remove waste from parking lot, lawns and walkways around the building
- Mow, rake and maintain lawns (Ellen location only)

Clean and Sanitize Surfaces and Spaces (10%)

- Sanitize and disinfect offices, program space and surfaces, and/or common areas frequently during high traffic times, after program intake, and after any food service during programs according to IRCOM COVID-19 Guidelines
- Ensure all sanitation supplies are prepared and stocked in offices and program spaces

Team and Inter-departmental Support (10%)

- Follow all IRCOM guidelines regarding cleaning procedures, equipment care and use, and health and safety regulations as per IRCOM House Operations Manual
- Train and supervise volunteer cleaners as assigned
- Report any tenant concerns, safety issues or repair requirements to Building Supervisor.
- Perform other tasks as assigned by Facility Manager or designate

QUALIFICATIONS:

Required Qualifications

- Ability to work independently
- Good listening, reading and communication skills in English
- Basic Computer skills
- Possess a mobile phone with text and email capability
- Must be physically able to lift 30 kg
- Must be available to work weekday mornings
- Ability to learn to use cleaning and grounds-keeping tools and equipment
- Effective cross-cultural relational skills
- Present a satisfactory Criminal Record Check and clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our employees (See <https://www.ircom.ca/about-us/work-here/>)

Desired qualifications

- Prior experience maintaining buildings and grounds
- Prior experience using medium duty cleaning and grounds-keeping equipment
- WHMIS training
- Fluency in additional languages

Hours of work

This is a part-time, 20-hour per week term position to March 31, 2022 (with possibility of an extension). The Building and Grounds Maintenance Worker's hours will predominantly take place each morning, Monday through Friday.

Wage: \$14.16/hour

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, persons of colour and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin on October 25, 2021 and will continue until position is filled.

Please send applications to:

HR - Selection Committee

95 Ellen Street

Winnipeg, Manitoba R3A 1S8

Email: hr@ircom.ca

Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.