

## **SANITIZER / SCREENER**

### **Casual, Part-time Term Position**

#### **POSITION PURPOSE AND SUMMARY:**

Guided by the vision, mission and values of the IRCOM Inc., the Sanitizer / Screener works to ensure proper sanitation and cleanliness of all IRCOM offices, program spaces, and common areas. They will work closely with programs to keep participants safe by helping conduct screening of participants upon entry and sanitation of all spaces before, during, and after on-site programs while upholding IRCOM's COVID-19 On-site Guidelines.

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

#### **DUTIES AND RESPONSIBILITIES**

##### **Clean and Sanitize Surfaces and Spaces (60%)**

- 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

##### **Screen Participants (25%)**

- Screen incoming program participants before each program including verbal screening questions and taking temperatures in line with government and IRCOM regulations and protocols
- Assist programs in monitoring room capacities and physical distancing between participants
- Assist programs in handing out masks or other PPE to participants upon entry

##### **Maintain Equipment and Supplies (15%)**

- Maintain and fill all program sanitation supplies in offices and program spaces
- Maintain personal protective equipment (PPE) supplies in all program spaces
- Follow all government and IRCOM guidelines regarding cleaning procedures, use and storage of equipment and supplies, and health and safety regulations
- Assist Operations Manager with COVID related administrative functions such as tracking and ordering supplies
- Perform other tasks as assigned by Operations Manager or designate

#### **QUALIFICATIONS:**

##### **Required Qualifications**

- Ability to work independently
- Detail oriented and takes pride in quality of work
- Effective time management skills and ability to meet agreed upon deadlines
- Good listening and communication skills
- Must be physically able to stand for extended periods and willing to work on-site
- Excellent workplace safety record
- Good cross-cultural relational skills
- Must maintain clear Criminal Record Check and Vulnerable Sector Check and Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

## Desired qualifications

- 2 years experience in cleaning / sanitizing according to industry standards
- Experience with Workplace Hazardous Materials Information System (WHMIS)
- Prior experience preparing cleaning materials and equipment
- Fluency in additional languages

## Hours of work

This is a casual position with afternoon and evening hours depending on program requirements. Estimated average schedule is 10-20 hours per week depending on IRCOM programming levels.

**Wage:** \$15.26/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.

Applications are due by **12 p.m. noon on Monday, Oct. 5, 2020**

**Please direct applications and inquiries to:**

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

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