



Job Description

Job Title: Building Cleaner
Department: Maintenance
Reporting to: Property Manager
Draft Date: February 14, 2018

Introduction

The Building Cleaner position is essential in maintaining smooth operation of the company's properties. The Maintenance department is primarily assigned to the Confederation Court Mall, National Bank Tower, BDC Place, Holman Office Tower, and the Homburg Financial Tower. This department may be required to assist in other properties owned by or affiliated with Dyne Holdings Limited.

Duties & Responsibilities

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from entries and loading bay.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for mall events.
- Respond to custodial requests as required.
- Other duties as assigned

Qualifications

- High school diploma (or equivalent)
- Must pass criminal background check