

JOB DESCRIPTION –CLEANING SERVICE (DRAFT)

Qualifications: Jubilee Place Apartments is a 34 unit facility located in Trail B.C. for low income seniors with priority given to those 65 years and over. The Cleaning Service must have respect and an understanding of the elderly, good communication skills, and show a dedication to keeping the building in a safe, clean condition. Previous experience cleaning apartment buildings would be an asset and a willingness to work as a team member with the Building Manager, Maintenance Person, and Yard Personnel a must.

As a contractor, the Cleaning Person must have WorkSafe BC insurance: pay premiums and work under a registered business.

Duties include but are not limited to:

Liaises— with the Building Manager regarding issues or special concerns that may arise.

Weekly Vacuuming —of all three floors including hallways and the common areas.

Handrails—weekly cleaning of all handrails on each of the three floors

Laundry rooms—weekly cleaning of all three laundry rooms to include wiping down the washers and dryers, cleaning the shelving and folding area, mopping the floors.

Main common room —dusting, vacuuming and tidying and cleaning of kitchen weekly. Furniture to be cleaned as necessary. Inside windows to be done as necessary.

Elevators-floor to be mopped and walls cleaned weekly.

Office-to be vacuumed weekly.

Smoke alarms- to be cleaned in common areas.

Foyer —to be mopped weekly and front windows/doors to be cleaned.

Garbage—to be removed to the Garbage Room and floor mopped.

Public Washroom—toilet, sink, floors to be cleaned as well as the bathroom mirror.

Stairwells —to be mopped weekly.