



JOB DESCRIPTION

Position: Daytime Facility Cleaner
Job type: Full Time – Permanent
Reports to: Facility Operations Manager, Minto Skating Centre
Properties: Minto Skating Centre

PRIMARY OBJECTIVE

The primary objective of the Daytime Facility Cleaner is to maintain the overall cleanliness and presentation of the Minto Skating Centre.

Related Duties:

- Responsible for ensuring the interior and exterior of the Minto Skating Centre are kept clean and presentable at all times
- Responsible for the daily opening procedure
- Follow and implement cleaning schedules and checklists relating to common areas such as the main lobby, restrooms & dressing room/showers (windows, floors, sinks, toilets, etc.)
- Responsible for maintaining accurate inventory of cleaning supplies
- Responsible for the proper handling, storage and disposal of cleaning products
- Assist management in ensuring a safe environment in all capacities, in all areas, at all times, for any person attending/using any facility in any capacity
- Responsible for creating an excellent customer service experience for all stakeholders, including but not limited to clients/customers, users, tenants, and staff
- Required to be available to facility patrons at all times while on duty and to interact with facility patrons in a professional and courteous, responsive manner.
- Responsible for proper utilization and storage of machinery, hardware, tools, etc.
- Provide assistance where needed with maintenance and repair concerns
- Responsible for disposing of garbage and recycling in an efficient manner
- Assist in maintaining a clean parking lot, entryway, lawn and sidewalk
- Periodic assistance with ice maintenance at the Minto Skating Centre
- Responsible for ensuring that the assembly and disassembly of the facility are properly executed as dictated by programs and events
- Participate on committees to assist with event details, and other special requirements
- Responsible for the daily operation and maintenance of other facility systems including sound, lighting, scoreboard, communication etc.
- Assistance in interior/exterior maintenance at the Minto Skating Centre facility
- Assist with annual maintenance projects
- Other related duties as requested by the Facilities Operations Manager, Minto Skating Centre

QUALIFICATIONS

- Experience performing maintenance, janitorial and other facility operational duties
- Time management skills & ability to be a self-starter
- Very strong work ethic
- Strong physical dexterity
- Ability to meet tight deadlines
- Excellent organizational skills
- Proficient oral & written communication skills
- Presents him/herself in a cheerful, positive manner at all times.
- Experience working at ice arenas is an asset
- Experience operating power tools and hand tools is an asset
- Must be a team player
- Ability to work under pressure situations and deal with difficult people on a regular basis
- Must be able to work flexible hours including evenings, weekends and holidays
- Certification in first aid, CPR, defibrillation is an asset
- Above average understanding of the Ontario Occupational Health and Safety Act

Health & Safety Responsibilities and Accountabilities

Responsible for ensuring that all areas covered by Occupational Health & Safety Act (“OHSA”) are adhered to, specifically:

- Working in compliance with the provisions of the OHSA, regulations and internal policies and procedures
- Using or wearing protective equipment, devices or clothing when required
- Reporting any missing or defective equipment or protective device which could endanger himself or herself or another team member
- Reporting any contravention of the OHSA, regulations or Senators Sports & Entertainment policies and procedures

HOW TO APPLY:

Interested candidates are encouraged to submit a resume and cover letter to Operations Manager Aaron Ciok, at cioka@maskmanagement.com