



Job Posting Head Cleaner (Overnight)

Position Title:	Head Cleaner (Overnight)
Department:	Manager, Building Maintenance
Classification:	Non-management - Full-time
Hours:	9:30 p.m. to 6:00 a.m. (Includes ½ hour unpaid meal break)
Available:	Immediately

Summary:

The Head Cleaner contributes to the success of Variety by performing cleaning duties overnight while the facility is closed. The Head Cleaner works with two contracted night cleaners to ensure the three individuals work effectively as a team to produce a clean and safe facility. This position will also respond to alarms and any overnight emergencies by contacting the appropriate services and In-Charge staff.

Major Responsibilities (include, but are not limited to the following):

- Performs comprehensive cleaning services of the facilities, including the pool, during the night shift to provide a clean and safe building when it opens for members and staff in the morning. A detailed listing will be provided.
- Oversees and provides direction to the contracted cleaning staff by checking work each night, ensuring assigned work is completed and meets the standards required
- Assists with the training and orientation for new contracted cleaning staff.
- Carries emergency phone during shift hours and responds promptly to alarms or emergencies that occur overnight by contacting the appropriate services or vendors.
- In the event of an overnight emergency, contacts senior management if appropriate.
- Ensures pertinent information from the night shift is effectively communicated to day shift staff, and receives and acts on information received from afternoon shift staff for the night shift.
- Meets with on-site Variety Maintenance Staff share/address any issues that have arisen overnight and again in the evening at the beginning of the shift to determine if there are any issues for the overnight shift staff to address
- Provides cleaning related reports and incident reports as required;
- Represents Variety in a professional manner at all times;
- Assists with seasonal or event cleaning projects as required;

- Operates within Variety's established policies and procedures;
- Ensures all work is performed in adherence with all health and safety legislation, including WHMIS, and Variety's Health & Safety policies
- Performs other related duties as assigned.

Key Competencies:

- Previous hands-on experience and knowledge of professional building cleaning practices, supplies and related equipment;
- Ability to oversee the work of others and provide guidance when needed;
- Extremely dependable and reliable;
- Strong organizational skills;
- Ability to be on feet for long periods
- Ability to lift and push up to 40 pounds
- Thorough approach to work;
- Working knowledge of health and safety legislation, including WHMIS
- Ability to follow instructions when responding to an emergency alarm or situation

Interested applicants should submit their resume, along with a letter of application, including salary expectations, to the Human Resources Department at the email address noted below.

Selected applicants should expect to participate in a multi-step interview process and criminal check. For more information on Variety Village, please visit www.varietyvillage.ca.

Email: humanresources@varietyvillage.on.ca

By mail:

Variety Village

Attn: Human Resources Department

3701 Danforth Avenue

Scarborough, ON M1N 2G2

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should to make their requirements known when contacted.

