



Job Description – Maintenance and Cleaning Team Member

Title:	Maintenance and Cleaning Team Member
Reports To:	Operations Manager
Supervised By:	Owl Manager, Operations Manager and FOH Supervisors
Hours:	Part time, variable
Wage:	\$11.84 per hour (as per Collective Agreement currently under review)

Summary

This position ensures that The Owl and the multipurpose rooms and are cleaned thoroughly to maintain the standard cleanliness of these spaces and to get them ready for all event types. The position practices cleanliness, organization, attention to detail, support hygiene, time management and communication that can be used within this job and throughout life experiences. The Maintenance and Cleaning Team Member will be responsible for keeping areas in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, cleaning and stocking restrooms, washing walls, glass and upholstered furniture, and removing rubbish. Duties may include performing routine maintenance activities, and notifying management of the need for repairs.

Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- Clean and supply designated University of Regina Students' Union (URSU) areas (dusting, sweeping, vacuuming, mopping, cleaning and emptying all garbage containers)



- Set up, arrange, break down and remove decorations, tables, chairs, prepare facilities for events such as banquets, galas, weddings and meetings at The Owl and the multipurpose room.
- Carry out heavy cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with all URSU staff
- Follow all health and safety regulations
- Assists staff in moving and lifting equipment.
- Maintain confidentiality at all times with regard to work events, employees and information
- Ability to apply common sense and understanding to carry out detailed but uninvolved oral or written instructions.
- Locks or unlocks doors, turns lights on/off, generally patrols grounds.
- Performs general clean up of all office facilities.
- Cleans and stocks restroom facilities
- Cleans light fixtures and changes bulbs/tubes.
- Performs minor repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds etc.
- Prepares and sets up rooms or auditoriums for meetings, parties, or various other activities and cleans up afterwards.
- Determines needed supplies and equipment.
- Monitors need for equipment maintenance and repair.

Requirements

- High school diploma or equivalent.
- Current member of URSU preferred.
- Minimum one year of institutional janitorial experience preferred.
- The skills and knowledge required would generally be obtained with previous experience in cleaning and maintenance work.
- Ability to lift up to 50lb.
- Attention to detail in all areas of work.
- Highly motivated and able to work independently.
- Must be able to schedule and prioritize work for self.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, and flexibility.
- Ability to perform small repairs (e.g. caulking, replacing washers, and replacing light fixtures).
- Able to create alternative solutions to problems.

Work Conditions

- Occasional environmental exposures to cold, heat and water.
- Must be able to transport up to 50 pounds on occasion, and up to 35 pounds regularly.



Job Posting – Maintenance and Cleaning Team Member

University of Regina Student's Union (URSU) requires an energetic and motivated Maintenance and Cleaning Team Member to provide janitorial and maintenance services to all URSU designated areas.

Qualified applicants should contact University of Regina Student's Union (URSU) at: