

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ASSISTANT SUPERVISOR
JOB NUMBER	4103
NUMBER OF POSITION/S	1
NOC CODE	6315
CLOSING DATE	2021-12-22
LOCATION	Seven Oaks
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$25.00 - \$28.00
WAGE DETAILS	\$ 3650.00-\$ 4500.00 per month plus a company vehicle, cell phone allowance of \$ 80.00 per month
JOB TERMS	TBD
JOB DESCRIPTION	Employer is looking for Assistant Supervisor to assist with and perform the following duties and responsibilities:
JOB DUTIES	<p>planning and organizing cleaning staff to ensure work requirements and cleaning standards are met</p> <p>undertaking cleaning duties as necessary where cleaning standards are not being met</p> <p>reporting any changes relating to pay/wages, cleaning personnel, etc.</p> <p>ensuring the required number of relief staff are available and can perform the job properly</p> <p>conducting inspections and monitoring various cleaning locations as scheduled</p> <p>communicating with clients at various locations to ensure cleaning standards are met to the clients' satisfaction</p> <p>training new employees and assessing their performance, as well as reporting cleaning personnel who may need further training</p> <p>promoting an maintaining a strict adherence to all Health and Safety procedures, including:</p> <ul style="list-style-type: none"> on-site guidance related to safe work practices identifying hazards and reporting them immediately ensuring the use of protective clothing to all employees ensuring all machinery is in sound working condition and that all liquids are in safe containers maintaining MSDS and WHMIS standards at all locations
QUALIFICATIONS, REQUIREMENTS & SKILLS	Bachelor's degree (B. A.) from four-year College or university; or four to six years related experience and/or training; or equivalent combination of education and experience. Must possess service industry experience. **We are looking for strong, experienced and successful leaders with compatible

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QUALIFICATIONS, REQUIREMENTS & SKILLS	service industry focus**
OTHER DETAILS	<p>Pay will be at a salary between \$ 3650.00-\$ 4500.00 per month plus a company vehicle, cell phone allowance of \$ 80.00 per month (must maintain a clean and safe company vehicle and have functioning/reliable cell phone)</p> <p>*Probation period of three months at which time we shall conduct a performance review and discussion.</p> <p>Vacation Pay of 4% will be accrued on your pay statement per pay period and paid out during your vacation time or at least one time per year.</p> <p>Schedule: Monday to Friday, 7am to 4pm or similar schedule (to be determined by management and supervisor) Night duties/obligations supervising as mutually determined and needed as per Management (minimum two nights per week) Weekend schedule as mutually determined and needed as per Management (every second weekend)</p> <p>**Please note this is only a guideline for a typical weekly schedule. Hours, days, weekends are not limited to the above numbers and can vary and change due to urgent and or emergency situations.</p>
APPLICATION PROCESS	<p>Send targeted resume Apply through your CC</p>
JD	Abigail Nicholls