



Building Services Associate

Description

JOB SUMMARY:

The Building Services Associate is responsible for serving clients by implementing the Centre cleanliness standards for the facility, grounds, and equipment, and handling preventive maintenance and repairs. The Building Services Associate represents the vision of the Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

PART 1 JOB SPECIFIC DUTIES AND RESPONSIBILITIES

Cleaning

- Ensures all shift specific tasks are completed including non-regular tasks assigned.
- Keeps the sidewalk, front entrance, and emergency exits clean and clear of obstructions including snow and ice.
- Cleans and disinfects various offices, board room, seminar rooms, studios and other spaces used primarily for the operation of the center.
- Cleans and disinfects the washrooms and locker areas including washing the floors and cleaning/disinfecting the showers, sauna, steam rooms, toilets, urinals, sinks, drinking fountains, mirrors, and hand dryers.
- Sweeps, mops, and uses appropriate floor cleaning machines on various floor surfaces throughout the facility. Cleans floor marks as required.
- Vacuums, spot cleans, and shampoos carpet as required.
- Cleans and disinfects all surfaces and high touch points.
- Cleans windows and glass areas.
- Removes trash and empties recycle bins and

Closing Date

January 31, 2025

Categories

Services

Employer

Reh Fit Centre

Location

River Heights

Address

1390 Taylor Avenue
Winnipeg, R3M 3V8

Job Type

Part-time

Education Level

High School

Email

romulo.idia@reh-
fit.com

Phone

(204) 928-7875

cleans/disinfects bins.

- Cleans and disinfects furniture as well as cleaning upholstery when needed.
- Cleans and disinfects the track and exercise areas including mats and equipment.
- Responds to requests from clients and staff related to the cleanliness of facility.
- Cleans parking area and maintains grounds as required.

Facility, Equipment, and Supplies

- Advises on the supply inventory needs and assists with ordering supplies as required.
- Accepts and verifies delivery of goods and supplies. Alerts management if a regular delivery or garbage/recycling pickup did not happen on schedule.
- Organizes the cleaning and maintenance supply storage spaces.
- Replenishes supplies throughout the facility including soap, toilet paper, paper towels, facial tissue, and disinfecting supplies.

Other

- Ensures maintenance and cleaning logs and records are accurately documented, updated, and filed.
- Assists with risk management facility walk through.
- Removes and restocks towels and linens.
- Meets contractors when required.
- Identifies, records, and notifies the Building Maintenance Supervisor of any repairs that are required.
- Assists with general maintenance functions as assigned.

Assists with the assembly and moving of furniture and equipment.

- Assists with setting up spaces for programs and services.
- Ensures basement area and janitor closets are neat and tidy at all times.
- Waters plants as required.

Duties

PART 2 GENERAL DUTIES AND RESPONSIBILITIES

Core Values and Service

- Implements the Centre's Mission and Vision.
- Maintains current knowledge in area of responsibility.
- Maintains current knowledge on Centre programs, services, and special events.
- Fosters a collaborative environment that encourages respect and teamwork.

- Strives to provide exceptional customer service to clients and staff.
- Actively promotes and markets the Centre's programs and services.
- Refers clients to the programs and services that will assist them in meeting their needs.
- Identifies opportunities for continuous improvement.
- Provides guided tours of the facility as required.

Risk Management

- Ensures Centre and Foundation policies and procedures are implemented.
- Takes preventive measures to ensure a safe environment and avoid potential risks.
- Completes incident reports as required.
- Activates the emergency and injury procedures as required.

General

- Participates in meetings, emergency drills, CPR/AED skills checks, and other required training.
- Identifies and reports all equipment and facility concerns to management.
- Performs other related duties as assigned. This may include completing projects, training staff, assisting in other departments, and participating in special events.

Qualification

PART 3 EMPLOYMENT REQUIREMENTS/QUALIFICATIONS

Education and Training

- Completion of Grade 12 preferred.
- Related training and/or certification would be an asset.

Experience

- Previous cleaning/janitorial experience is required.
- Previous experience using commercial cleaning supplies and equipment is required.
- Previous experience performing general repairs and maintenance functions would be an asset.

Core Competencies

- Demonstrates the core competencies of the Reh-Fit Centre - integrity and trust, client focus, action/results-oriented, problem solving, quality of work, and adaptability.

Skills and Attributes

- Able to lift a minimum of 25 lbs.
- Able to safely use a ladder for high cleaning duties.
- Strong customer service orientation.
- Strong communication, interpersonal, and problem solving skills.
- Able and willing to participate in and contribute to a

team-based work environment.

- Able to independently manage time and work flow.
- Computer proficiency would be an asset.
- Able to provide on call support for facility emergencies and issues.