



Caretaker - Nights

Description

Under the general supervision of the Area Supervisor, the Caretaker - Nights is responsible for the routine nightly cleaning of an assigned area, maintaining a stock of cleaning supplies and light bulbs, changing burned out light bulbs, setting up, taking down and cleaning of facilities before and after special functions, reporting malfunctions of lighting systems and equipment, moving furniture and equipment within assigned area, special cleaning as assigned, maintaining master clock systems, maintaining the area surrounding assigned buildings through routine and specialized cleaning to provide an attractive, clean, safe, healthy and sanitary environment for staff, students and the public.

Duties

- Caretaker coverage is required on a three shift basis, maintains cleanliness in student areas, shower rooms, locker rooms, change rooms, lunch rooms, offices, classrooms, labs, lounges, halls, stairs etc. and entrances of building.
- Maintains floors and floor coverings through the use of specialized equipment and maintenance techniques.

Closing Date

May 12, 2026

Categories

Services

Employer

University of Manitoba

Location

Fort Garry

Address

66 Chancellors Circle Winnipeg,
R3T 2N2

Job Type

Permanent

Education Level

High School

Wage

\$21.19 - \$24.83

Email

- Vacuums/shampoos carpets, drapes and furniture.
- Empties ash trays, waste containers and transports waste to pick-up point.
- Collects recyclable materials and transports to pick-up point.
- Cleans and disinfects washrooms, sinks, toilets, stall dividers and urinals daily.
- Cleans and sanitizes foot bath where installed.
- Cleans drinking fountains, vanities and mirrors daily.
- Maintains supplies of paper towels, linen towels, toilet tissue and soap in all dispensers.
- Cleans chalk boards and chalk board railings.
- Dusts window sills, desks, shelving, pipes and other fixtures.
- Cleans glass doors and dividers.
- Washes walls and windows as required.
- Replaces burnt out light bulbs and maintains stock of same.
- Reports malfunction of lighting system, mechanical equipment and movable screens, etc., to the supervisor.
- Turns off lights in areas not being occupied.
- Locks and unlocks entrance doors unless otherwise instructed.
- Recognizes hazardous conditions and reports same to supervisor immediately.
- Maintains grounds around buildings.
- Clears snow and ice at building entrances, on sidewalks, stairways, platforms, etc..
- Distributes traction aide and ice melt as required.
- Sets up tables, chairs, dividers, etc., for examinations, banquets, movies, convocation, registration or other special events according to provided diagrams.
- Maintains liaison with special function organizers, conference and

martha.mankewich@umanitoba.ca

Phone

(431) 294-4292

catering.

- Cleans mechanical rooms, heat radiators, drains, etc., as assigned by supervisor.
- Carries out minor maintenance, such as unplugging toilets, oiling hinges, replacing glides on chairs and maintaining caretaking equipment (e.g., check/clean machines, filters, vacuum bags, pads, fluid levels, hoses, power cords, batteries, etc.).
- Records hours of work on work orders and daily time cards.
- Checks fire extinguishers and fire doors.
- Moves furniture and other items to and from storage and other areas.
- Recognizes and reports any hazardous situations to the immediate supervisor.

Qualification

SKILLS & ABILITIES:

- Must possess a good knowledge of cleaning procedures and grounds maintenance as well as experience in the safe operation and maintenance of equipment used, such as floor polisher, vacuum cleaner, carpet extractors, power scrubber, lawnmower, weed eater, snow blower, etc..
- Must be able to communicate in English verbal and written.
- Must be able to follow verbal, written and diagrammed instruction in English.
- Must be able to communicate and relate well with staff, students, organizers of functions and the public.
- Must be able to work independently or in teams with minimal supervision.
- Must have good organizational skills.
- Must have good customer service skills
- Must be willing to work outdoors summer and winter.

- Must adhere to all safety standards as established by the Physical Plant department.
- Must be able to successfully complete established job related training programs, such as the Workplace Hazardous Materials Information System (WHMIS), etc.
- Must be available to work shifts including weekends.
- Must maintain satisfactory work record of attendance and punctuality.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Must be physically capable of performing the duties as assigned.
- Must be able to perform heavy and repetitive lifting, bending, stretching, etc.
- Must be able to lift up to 50 lbs.
- Must be able to climb ladders.
- Must be able to pass required FIT assessment and related safety training.
- Must be able to work in awkward, confined spaces and high locations.

OTHER:

- Regular attendance and punctuality is required.
- Will be required to provide acceptable Criminal Record and Vulnerable Persons Registry checks.