



## MODULAR BUILDING AND OFFICE CLEANER

Smart Modular Canada is a modular buildings manufacturer. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan and a retirement program. Here skilled craftspeople have a regular work schedule, are not dependent on weather conditions, and do not have the headaches associated with repair/emergency work. Come build your future with us!

### GENERAL JOB DESCRIPTION

As a Modular Build/ Office Cleaner, you will be responsible for ensuring the overall upkeep and functionality of our modular builds, and facilities. You will perform a variety of cleaning tasks to support smooth operations and create a safe and productive working environment.

### DUTIES AND RESPONSIBILITIES

#### Modular Builds

- Cleaning and disinfecting all surface areas and rooms, including bathrooms, kitchens, living area, laundry/maintenance rooms
- Dusting the surfaces within each area – from ceiling to baseboard
- Mopping and sweeping floors
- Cleaning vinyl flooring
- Picking up any trash and emptying the trash bins
- Cleaning and scrubbing windows

#### Office/Warehouse

- Cleaning and disinfecting all surface areas, including bathrooms, common kitchens, desks, and conference rooms
- Sanitize restrooms
- Replacing toilet paper
- Replacing paper towel
- Cleaning of toilets, mirrors
- Dusting the surfaces within a room
- Sweeping floors
- Picking up any trash and emptying the trash bins
- Keeping an inventory of cleaning supplies and advising manager/supervisor once more is required to be ordered
- Disinfecting high touch surfaces, including door handles, stair railings,
- Cleaning interior and exterior of windows including office spaces and conference room
- Make sure the establishment is clean and meets all safety requirements
- Other duties as assigned

### QUALIFICATIONS FOR THE JOB

#### Education:

- High school diploma or equivalent.

**KEY COMPETENCIES**

- Strong mechanical aptitude and technical skills.
- Attention to detail and ability to prioritize tasks.
- Solid problem-solving and decision-making abilities.
- Good organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Adaptability to changing priorities and willingness to learn new skills.
- Strong problem-solving and troubleshooting skills.
- Ability to read and interpret technical manuals and diagrams.
- Good communication skills and the ability to work well in a team.
- Knowledge of safety protocols and the ability to adhere to them.
- Competent under the Ontario Health and Safety Act.
- Excellent knowledge of cleaning appliances, cleaning and disinfecting agents.
- Reliable mode of transportation.
- Ability to work with minimum supervision.

**PHYSICAL REQUIREMENTS**

- Ability to lift and move heavy objects (up to 50 pounds).
- Ability to use a ladder and the safety requirements specified.
- Physical stamina to perform manual tasks, including bending, stooping, and standing for extended periods.
- Ability to work in various environmental conditions, including exposure to temperature variations and noise levels associated with a manufacturing facility.
- Willingness to use personal protective equipment (PPE) as required for safety compliance.

Smart Modular Canada is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted. Upon request, accommodations due to a disability are available throughout the selection process.