



## Office Cleaner (NOC 65310)

**Posted by:** Cal-Terra Developments Ltd.

**Posting date:** 30-Nov-2024      **Closing date:** 29-May-2025

**Education:** High school graduation certificate

**Language:** English

**Job location:** Victoria

**Salary:** \$20.00 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5564327

### Job description:

Office and facility cleaner lobbies, hallways, bathrooms, offices, and treatment rooms. Property care and management. The cleaner performs some or all the following duties:

Sweep, mop, wash, wax and polish floors

Maintains an up-to-date knowledge of all chemicals and cleaning products, and the correct handling procedures

Takes personal responsibility for equipment, ensuring it is always operated correctly and secure

Dust furniture and vacuum carpeting and area rugs, draperies, and upholstered furniture

Distribute soaps, clean towels and toiletries

Stock supplies areas

Clean, disinfect and polish kitchen and bathroom fixtures and appliances

Clean and disinfect public areas such as changing rooms, showers

Disinfect treatment rooms

Pick up debris and empty trash containers

Wash windows, walls and ceilings

Laundry services for linens

Report and store lost and found items

May provide basic information on facilities

Responds to tenant inquiries, requests, and complaints in a prompt and courteous manner

Can coordinate and manage tenant requests and scheduling rentals

8 hours per day and 40 hours per week

Ability to follow instruction and direction

Able to deal with people sensitively, tactfully, diplomatically, and professionally always

Professional appearance and manners for both office and job site responsibilities.

Flexible

Proficient in Word, Excel and PowerPoint.

Good computer skills

Good scheduling skills

Some website management

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr.calterra22@gmail.com](mailto:hr.calterra22@gmail.com)**

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