



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
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**BUILDING AND GROUNDS MAINTENANCE WORKER (Weekdays)
Permanent, Part-time (10 hours/week)**

WHAT IRCOM HOUSE OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Building and Grounds Maintenance Worker is an individual who integrates and balances:

- Initiative and ability to work independently
- Effective interpersonal and teamwork skills
- Reliability and flexibility
- Ability to creatively problem solve and take pride in job well done,
- Ability to learn new skills

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc. and IRCOM House Inc., the Building and Grounds Maintenance Worker: maintains the buildings and grounds of IRCOM House Inc. in a clean, safe and attractive condition for all tenants, staff and program participants.

With the support and supervision of the Facilities and Tenancy Services Manager or designate, this position will carry out the following:

DUTIES AND RESPONSIBILITIES

Building Cleaning (75%)

- Clean (sweep, wash, vacuum) floors of all designated building areas (program rooms, offices, washrooms, staircases) daily
- Clean and disinfect windows, mirrors, doors, door handles, elevators, and wall surfaces
- Gather and remove all waste from all trash cans daily
- Stock and maintain all shared washrooms with paper towel, toilet paper, soaps
- Clean empty suites prior to arrival of new tenants as required by Building Supervisor
- Disposes of any abandoned furniture and items from the building

Grounds Maintenance (15%)

- Remove snow on all walkways on each day with snowfall
- De-ice and sand all walkways around IRCOM House
- De-ice and sand parking lot as needed
- Gather and remove waste from parking lot, lawns and walkways around the building
- Mow, rake and maintain lawns (Ellen location only)

Team and Inter-departmental Support (10%)

- Follow all IRCOM guidelines regarding cleaning procedures, equipment care and use, and health and safety regulations as per IRCOM House Operations Manual
- Train and supervise volunteer cleaners as assigned
- Report any tenant concerns, safety issues or repair requirements to Building Supervisor.
- Perform other tasks as assigned by Manager or designate

QUALIFICATIONS:

Required Qualifications

- Ability to work independently
- Good listening, reading and communication skills in English
- Computer skills
- Possess a mobile phone with text and email capability
- Must be physically able to lift 30 kg, walk stairs and shovel snow
- Ability to learn to use cleaning and grounds-keeping tools and equipment
- Effective cross-cultural relational skills
- Present satisfactory Criminal Record Check and clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our employees (See <https://www.ircom.ca/about-us/work-here/>)

Desired qualifications

- Prior experience maintaining buildings and grounds
- Prior experience using medium duty cleaning and grounds-keeping equipment
- WHMIS training
- Fluency in additional languages

Hours of work

This is a part-time, permanent position with a minimum of 10 hours per week. The Building and Grounds Maintenance Worker's hours will be determined by the supervisor and will take place on Saturdays through Sundays.

Wage: \$14.91/hour

Benefits:

- Professional development opportunities
- Paid sick and discretionary days
- Collaborative, family-friendly and supportive working environment

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM House as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM House strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

**Application review will begin after 12 pm, noon on Monday, August 21, 2023
and will continue until a candidate is selected**

Please direct applications and inquiries to:
HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.