



Immigrant and Refugee
Community Organization of Manitoba

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SCREENER, SANITIZER AND CLEANER – 2 Positions available

Part-time (20 hours/week)

Term Position to March 31, 2022

POSITION PURPOSE AND SUMMARY:

Guided by the vision, mission and values of the IRCOM Inc., the Screener, Sanitizer and Cleaner works to ensure proper sanitation and cleanliness of all IRCOM offices, program spaces, and common areas. They will work closely with program staff to keep participants safe by helping conduct screening of participants upon entry and sanitation and cleaning of all spaces before, during, and after on-site programs while upholding IRCOM's COVID-19 On-site Guidelines.

Under the supervision of the Facilities Manager or designate, this position will carry out the following:

DUTIES AND RESPONSIBILITIES

Clean and Sanitize Surfaces and Spaces (30%)

- Daily sanitizing and disinfecting of offices, program spaces and surfaces, and/or common areas frequently during high traffic times, after program intake, and after any food service during programs according to IRCOM COVID-19 Guidelines
- Clean and disinfect windows, mirrors, doors, door angles, elevators and wall surfaces

Building and Grounds Cleaning (30%)

- Clean (sweep, wash, vacuum) floors of all designated building areas (program rooms, offices, washrooms, staircases) daily
- 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 all waste from all trash cans daily
- Disposes of any abandoned furniture and items from the building.

Screen Participants (30%)

- Screen incoming program participants before each program including verbal screening questions using government and IRCOM regulations and protocols
- Assist programs in monitoring room capacities and physical distancing between participants
- Assist programs in handing out masks or other PPE to participants upon entry

Maintain Equipment and Supplies (10%)

- Maintain and fill all program sanitation supplies in offices and program spaces
- Stock and maintain all shared washrooms with paper towel, toilet paper, soaps
- Follow all government and IRCOM guidelines regarding cleaning procedures, use and storage of equipment and supplies, and health and safety regulations
- Perform other tasks as assigned by Facilities Manager or designate

QUALIFICATIONS:

Required Qualifications

- Ability to work independently
- Detail oriented and takes pride in quality of work
- Basic Computer skills
- Possess a mobile phone with text and email capability
- Must be able to lift 30 kg
- Effective time management skills and ability to meet agreed upon deadlines
- Good listening, reading and English communication skills
- Must be physically able to stand for extended periods and willing to work on-site
- Ability to learn to use cleaning tools and equipment
- Excellent workplace safety record
- Effective cross-cultural relational skills
- Must maintain clear Criminal Record Check and Vulnerable Sector Check and Child Abuse Registry Check
- **Must be available 3 – 7 pm, Monday through Friday**
- **Due to current Public Health Orders (which outline operational requirements for frontline employees) the successful candidate for this position will be required to show proof of full COVID-19 immunization upon hire.**
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

Desired qualifications

- 2 years experience in cleaning / sanitizing according to industry standards
- Experience with Workplace Hazardous Materials Information System (WHMIS)
- Prior experience preparing cleaning materials and equipment
- Fluency in additional languages

Hours of work

This is a part-time, 20 hour/week position until March 31, 2022. Work hours will primarily be 3 – 7 pm, Monday to Friday with occasional adjustments due to programming needs.

Wage: \$15.49/hour

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, persons of colour and/or persons with a disability.

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.

Applications are due by **12 p.m. noon on Monday, November 22, 2021**

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 who apply and advise that only those selected for further consideration will be contacted.