



Macaulay Tree House

Job Title:
Daycare Cleaner
Status:
Part-time,
Contract

Wage:
TBD
Closing Date:
Aug 28, 2020 @ 4:30
pm

Daycare Cleaner

About Macaulay Tree House Day Nursery

Macaulay Tree House is a non-profit organization that is licensed by the Ministry of Education. The Day Nursery has been providing quality childcare in our community since 1990. Macaulay Tree House prides itself on our exceptional programs and committed, hard-working staff. We are looking for hard-working, dependable, caring individuals who strive for excellence and aim to exceed expectations.

Reports to: Executive Director of MTH

General Accountability

The Cleaner will be responsible for keeping the building in a clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, vacuuming rugs, cleaning and stocking restrooms, washing walls, glass and removing garbage and recycling. Duties may include performing routine maintenance activities, notifying management of the need for repairs.

Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Specific Responsibilities

- Locks or unlocks doors, turns lights on/off.
- Performs general cleanup of all classrooms and office facilities daily.
- Performs weekly cleaning & disinfecting throughout facility including shelving, cots, chairs and tables garbage and recycling containers
- Sweeps, mops, polishes, refinishes resilient floors, vacuums carpeted areas, moving furniture to clean underneath weekly.
- Dumps garbage and recycle bins.
- Performs all cleaning aspects of halls, offices, classrooms, restrooms, staff room as well as washes walls, windows, furniture and window coverings.
- Launder all washcloths, bibs, bedding, plush toys, dress up clothes and other items as needed.
- Cleans and disinfects all sinks, counter tops, and shelving.
- Disinfecting of toys.
- Cleans and stocks restroom facilities.
- Cleans light fixtures and changes bulbs/tubes.
- Responsible for afternoon snack dishes.
- Completes daily and weekly checklist.
- Determines needed supplies and equipment.
- Monitors need for equipment maintenance and repair.
- Responsible for proper inventory of materials and supplies.
- Monitors work quality, trains as needed.
- Other duties as required.



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Requirements

- High school diploma/GED.
- 2 years of cleaning experience.
- Highly motivated and able to work independently.
- Must be able to schedule and prioritize work for self.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, and flexibility.
- Ability to perform small repairs (e.g. replacing light fixtures).
- Knowledge of local, provincial, and federal workplace compliance regulations, ordinances and legislation.
- Strong communication and problem-solving skills.
- Able to create alternative solutions to problems.
- Excellent time management and project management skills.
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement company policies and procedures.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure.
- Strong attention to detail.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Work Conditions

- Physical ability to lift to 75lb.
- Hazards associated with the trade.
- Work both indoors and outdoors.

Application Requirements

Interested applicants are invited to submit a cover letter and resume addressed to our Executive Director, Leesa Horsfield. Please indicate subject line as "Application: Daycare Cleaner." Preferably in PDF from with both resume and cover letter in the same document.

Applications are to be sent to mthadmin@bellnet.ca

Job posting closes to applicants **August 28th at 4:30 pm.**

We thank all applicants for their interest in Macaulay Tree House. However, only candidates selected for an interview will be contacted.