

## Casual Cleaner Job Posting

Under the direction of Centre Information&Referral Supervisor, cleaners for the emergency apartments are responsible to ensure that the premises are cleaned and kept in an orderly condition. All tasks are to be completed and must be in compliance with the philosophies and guidelines of the Halifax & Region Military Family Resource Centre.

### Cleaning Requirements

**All tasks listed below are to be completed for each apartment, every time they are cleaned. Amount of time required to clean will vary for each cleaning experience. Minimum time that should be required to clean is 2 hours, maximum time required to clean should not exceed 3 hours.**

#### Kitchen

- Clear any food products from the refrigerator and freezer and clean refrigerator/freezer inside and out
- Wash/disinfect sink, faucet, and countertops
- Wash Stove, including drip pans, range hood and clean oven if necessary including oven racks
- Clean table and chairs
- Clean coffee pot, tea kettle, and toaster
- Clean microwave inside and out
- Wash outside of cupboard doors/drawers
- Dust windowsill and wash windows
- Replace items in coffee basket
- Ensure sufficient amount of paper towel
- Wash and replace kitchen towels/wash cloths
- Ensure dish soap container is filled
- Remove garbage
- Sweep/vacuum and mop floor
- Ensure First Aid Kit is in the cupboard (if not inform supervisor)
- Check that pots and pans are clean and in good repair as well as dishes (cracked etc.)
- spare garbage bags and paper towel placed under sink

#### Bathroom

- Disinfect toilet, inside and outside
- Clean shower/tub including tub surround and faucet
- Clean sink including vanity and faucet
- Clean mirror and medicine cabinet
- Ensure sufficient supply of toilet paper
- Dust windowsill and wash window
- Ensure hand soap dispenser is filled

- Replace items in toiletries basket
- Ensure Tub and Sink drains are cleaned
- Clean ceiling fan dust/ vacuum
- spare garbage bags
- Remove garbage
- Sweep/vacuum and mop floor
- Ensure 4 bath, hand and face towels are supplied

**Bedrooms**

- Change and wash linens
- Dust furniture, pictures and windowsills
- Wash windows
- Ensure hangars are in the closets
- Clean and dust floor fans
- move beds and vacuum underneath
- Return clean linens to storage
- Vacuum/sweep floor and mop
- Remove any garbage
- Ensure curtains are closed

**Living Room**

- Check sleep sofa to see if sheets need to be washed
- Vacuum cushions on sofa and chairs
- Dust furniture and pictures
- Check Hide a Bed
- Vacuum/sweep floor and mop
- Dust windowsills and wash windows
- Ensure curtains are closed
- Dust television and electronic equipment
- Ensure MFRC info binder and any brochures are organized

**Laundry Room**

- Check dryer lint trap and empty
- Wash outside of washer and dryer
- Remove garbage
- Vacuum/sweep and mop floor

**Patio**

- sweep deck
- clean chairs
- remove any garbage

**General Cleaning**

- Spot clean walls
- Disinfect all light switches and door knobs
- Vacuum area rugs and mats
- Dust baseboards and heat registers
- Wash entry doors/balcony doors and clean glass
- Clean boot mats
- Ensure all garbage is removed
- Turn thermostats to low/ensure AC unit and all fans are off
- Turn all lights off
- Replace any burnt out light bulbs
- Ensure basic cleaning supplies, extra linen and a small amount of extra toilet paper/paper towel is accessible to incoming families
- Ensure all doors and windows are locked prior to departure

**Reporting Damaged/Missing Items**

- It is important to report any damaged or missing items to the MFRC immediately, so that we can ensure repairs or replacement occurs in a timely manner
- Complete and return checklists

**Desired Knowledge, Experience and Education**

- 2-3 years' experience cleaning;
- Current WHIMIS Training; and
- Must pass screening process of the Child Abuse Registry and a Criminal Records Check.

Note: Interviews will be scheduled as qualified applications are received.

Start Date: ASAP

Hourly Wage: \$17/hr plus 4% vacation pay

Hours: Hours will depend on the need. Apartments are used sporadically, cleaning requirements may be frequent or infrequent dependent upon usage. Not able to guarantee hours per week.

All interested please forward a detailed cover letter and resume to:

Brenda Awalt, Information & Referral Supervisor

Email: [employment@hrmfrc.ca](mailto:employment@hrmfrc.ca)