

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	LIVE-IN CARETAKER
JOB NUMBER	2899
NUMBER OF POSITION/S	1
NOC CODE	6663
CLOSING DATE	2017-09-01
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	The employer is currently looking for live-in Caretakers to clean, and maintain the interior and exterior of our buildings, as well as the surrounding grounds... Our Caretakers will engage with our residents, as well as the Property Manager, to ensure that the building and grounds meet our high quality standards.
JOB DUTIES	<ul style="list-style-type: none"> - Responsible for monitoring heating, cooling, ventilating, plumbing, and electrical systems. You will NOT be required to perform repairs, but you will be responsible for the general maintenance of all systems and contacting tradespersons for major repairs as necessary. - Performing other minor routine maintenance jobs, such as replacement of light bulbs/fixtures, painting and drywall repair etc Ensuring that security and safety measures are in place and adhered to Ordering all cleaning supplies, and other necessary supplies Meeting with tradespeople, and managing renovation projects in the building Handling residents inquiries and assisting them as required Programming fobs and entry phones Coordinating with new residents and Property Manager for scheduling moves Coordinating with the Property Manager to post notices, issue letters and enforce strata rules Cleaning all common areas including lobbies, restrooms, hallways, amenity rooms, and poolside areas Cleaning interior and exterior areas as needed Emptying of trash bins, waste containers and recycle bins Replenishing supplies such as soaps, paper towels, and toilet paper where needed
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - Grade 12 or GED required; Resident Manager Certificate preferred - Effective verbal and written communication skills in English. Arabic speaking skill will also be an advantage. - Ability to use hand and power tools effectively

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QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none">- You are able to maintain buildings and facilities and to operate required equipment and tools in a safe and responsible manner- Excellent time management skills; You complete work in a timely manner- Basic computer skills with the ability to use e-mail effectively, You can program entry phones and fobs- Ability to maintain daily log book- Possess cultural awareness and sensitivity- Demonstrate flexibility and strong work ethic- Ability to engage with residents in a positive, courteous and respectful manner- Experience in performing minor maintenance an asset
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Kindly send your targeted resume and a cover letter to your Career Coach via email. Please indicate the job title and number in the application.
JD	Pinky Kanski