



Employment Opportunity: Building Maintenance Helper (part-time)

Wahbung Abinoonjiiag is a domestic violence prevention, crisis and healing center, established in 1994 to empower children and their families to end the cycle of violence. Wahbung Abinoonjiiag "Children of Tomorrow" is an Indigenous organization, providing opportunities for holistic healing through culturally relevant teachings, programs, advocacy and counselling.

Background:

Under the direction of the Assistant Program Manager, the Building Maintenance Helper is responsible for overall building cleanliness, sanitization and property maintenance. The Building Maintenance Helper will work both independently and within a team setting to ensure Wahbung Abinoonjiiag is a safe, healthy and welcoming environment for all who live, work and play at our centre, while maintaining the integrity, philosophy and values of the organization.

Roles and Responsibilities:

- Responsible for all basic cleaning in and around the centre including (but not limited to): bathrooms, common areas, kitchen, program rooms, hallways, board room, front entrance, sidewalks, parking lot and yard.
- Cleans floors in all rooms including: dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor.
- Dusting, washing and drying all windows, walls and surfaces.
- Cleans restrooms, including restocking dispensers, emptying all trash receptacles, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping floors, and cleaning toilets and urinals.
- Empties all trash/recycling, ensures receptacle sanitation and replaces liners.
- Sets up, stocks, and maintains cleaning equipment and supplies.
- Notify management of any/all needed building repairs.
- Monitors and maintains sanitation and organization of assigned areas.
- Yard maintenance including: picking up trash, organizing recycling, cutting grass, maintaining garden beds and shovelling snow.
- Supports the Resource Support Worker to maintain a warm and welcoming atmosphere for all who live, work and play at our centre.
- Assists other departments when needed to ensure optimum service to all participants and guests of Wahbung Abinoonjiiag.
- All other duties as assigned.

Qualifications:

- Relevant experience related to the position.
- Highly motivated and able to work independently, while delivering quality work.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, and flexibility.
- Strong communication and problem-solving skills.



Wahbung Abinoonjiiag Inc. | Children of Tomorrow

Address: 225 Dufferin Avenue | Winnipeg, MB | R2W 5N7

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Website: www.wahbung.org | Social Media: @wahbung225   

- Able to create alternative solutions to problems.
- Excellent organizational skills
- Reliable and punctual with excellent time management skills
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement organizational 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 with strong attention to detail.
- Physical ability to lift 30lbs or more.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- General knowledge of cleaning products, supplies and techniques of cleaning
- First Aid/CPR, WHMIS and Safe Food Handlers certificates are considered assets.

Salary Range:

Contingent on experience/qualifications

Hours of Work:

Part-Time Term Position, 25 hours per week until March 31, 2023. Must be available days and evenings.

Deadline to Apply:

Tuesday, August 9, 2022 at 5pm

Please send your resume and cover letter **(clearly identifying which position title you are apply for)** to:

Attention: Wahbung Abinoonjiiag Selection Committee
Mail: 225 Dufferin Avenue Winnipeg, MB R2W 5N7
Email: hrwahbung@gmail.com

Preference will be given to individuals that self-identify as Indigenous. The successful candidate will be subject to provide a current criminal record and child abuse registry check. Wahbung Abinoonjiiag Inc. would like to thank all applicants for their interest; only those selected for an interview will be contacted.