As a Building Superintendent, you’ll be responsible for consistently maintaining the cleanliness of all interior and exterior areas of the property to ensure owner and guest satisfaction.  
  
Shift Schedule: Monday to Friday, 9:00am to 5:00pm  
  
Site Location: Toronto, ON  
  
Compensation: $45,760 annually  
  
Your Responsibilities:  
  
The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.  
• Cleans and services restrooms.  
• Sweeps, vacuums, and mops floors and stairways.  
• Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.  
• Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.  
• Dusts such items as blinds, furniture, file cabinets, door, frames, railing picture frames and windowsills using treated dust mittens, cloths, or hand-cleaning items.  
• Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.  
• Maintains an inventory of cleaning and toiletry supplies.  
• Washes walls, ceilings, woodwork, windows, mirror, and fixtures using both step and extension ladders.  
• Cleans grounds and parking lots of litter, glass, or other debris.  
• Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.  
• Replaces light bulbs and fuses.  
• May perform ground maintenance including removal of snow from front entrances, salting front entrances.  
• Assists in the moving of garbage bins when needed.  
• Maintains and cleans compactor room.  
• Performs related work as assigned in relation to the needs of the building functions and duties are subject to change upon management discretion.  
  
Skills & Qualifications:  
• Have knowledge of standard methods, practices, tools, and equipment of the janitorial service  
• Have knowledge of the proper use of chemicals, fertilizers, and pesticides  
• Have the ability to follow instructions  
• Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions  
• Must be able to lift 50 lbs.  
• Have knowledge of occupational hazards and safety rules and regulations  
• Have knowledge of building and property security procedures  
• Have the ability to explain instructions and guidelines to others effectively  
• Have the ability to prioritize the work of others  
  
Physical Requirements:  
  
The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting, standing or walking applied for extended periods of time. Working conditions generally entail eight (8) hour shifts, but may be subject to alteration. Mental and physical stress may be incurred. Some jobs require an employee to be exposed to unpleasant and noxious fumes and odors. Some jobs require an employee to hazardous work environments. Some jobs require an employee to work where there is a significant change of injury.