

# Facilities, Housekeeping

**Reports to:** Manager of Facilities

## **Key Responsibilities:**

- Cleaning and sanitizing toilets, countertops, and sinks;
- Sweeping/vacuuming, polishing, and mopping floors;
- Sorting, washing, loading, and unloading laundry for linens;
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools;
- Cleaning washrooms, including toilets, sinks, floors, mirrors and walls;
- Keeping restrooms stocked with supplies;
- Cleaning mirrors and other glass surfaces, washing windows;
- Dusting and polishing;
- Emptying trash receptacles and disposing of waste;
- Following all established and future Standard Operating Procedures such as reporting to work on time, signing in and out master keys;
- Follow all Occupational Health and Safety policies, procedures and regulations;
- Completing various housekeeping duties assigned by your manager or supervisor;
- Use correct cleaning chemicals for designated surfaces, according to OSHA regulations and building requirements;
- May be required to assist the Facilities team with room setup/teardown and water services.

## **Physical Demands**

- Stand and walk moderate to long distances throughout shift;
- Frequently required to handle and move objects weighing up to 23 kilograms;
- Push up to 23 kilograms over moderate to long distances using a cart;
- Frequent bending, stooping, kneeling, squatting and stretching is required to fulfill cleaning and inspection tasks;
- Requires manual dexterity to use and operate all necessary equipment.

## **Qualifications**

- Ability to work in a fast-paced environment with organization and attention to detail;
- Ability to take direction and follow instructions;
- Ability to work well with others;
- Must be able to work well under pressure;

**plan to be impressed.**

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## Qualifications Continued

- Excellent interpersonal skills with the ability to communicate effectively both verbally and written;
- Must be available to work days, evenings, weekends, and holidays as required to support operational requirements.

## How to Apply

To apply, email your resume and cover letter to [careers@fallsconventions.com](mailto:careers@fallsconventions.com) with the subject line titled "Facilities, Housekeeping".

Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and will directly contact those selected for an interview.