

## WindReach Farm – Job Description - **CLEANER**

**LOCATION:** WindReach Farm, 312 Townline Road  
Ashburn, ON L0B 1A0

**REPORTS TO:** Property Manager

**DATE LAST MODIFIED:** October 1, 2018

### **PURPOSE**

The WindReach Farm (WRF) Cleaner will be responsible for ensuring the cleanliness of all buildings, including the barn, stables, offices, guest suites, bathrooms and other program areas, as well as assisting the Property Manager with property maintenance tasks as needed.

### **1. KEY RESPONSIBILITIES:**

The Cleaner will be responsible for the following:

#### ***Cleaning (80%)***

- Program areas (sweeping floors, disinfecting surfaces, dusting, cleaning windows).
- Bathrooms (cleaning toilets/sinks/mirrors, mopping floors, ensuring toilet paper and hand towels are sufficiently stocked).
- Guest suites (cleaning bathrooms, kitchens, vacuuming, disinfecting surfaces, changing/laundrying linens, dusting, cleaning windows).
- Offices (sweeping floors, emptying garbage/recycling bins, dusting, cleaning windows).

#### ***Waste Removal (10%)***

- Ensuring garbage and recycling bins around the property are emptied regularly and put out for pick up on the appropriate days.

#### ***Property Maintenance (10%)***

- Assisting the Property Manager with property maintenance tasks as needed.

### **2. KEY WORKING RELATIONSHIPS:**

- **Property Manager** (Supervisor) – Day-to-day supervision and provision of weekly cleaning schedule.
- **Program Area Leads** – Liaising with program leads on cleaning needs for their program areas.

### **3. REQUIREMENTS:**

- Have some experience cleaning.
- Have access to a means of personal transportation (car, bicycle).
- Able to effectively communicate and interact with a multitude of stakeholders.
- Can take initiative, show leadership and work under minimal supervision.

**4. EXPECTATIONS:**

- To treat stakeholders with respect and integrity.
- To adhere to all WindReach Farm policies and procedures.
- To represent WindReach Farm in a professional manner.

*Note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the organization.*

Regular Work Hours: 30 hours/week (4 days x 7.5 hours/day)

Rate of pay: \$14/hour