



401-168 Charlotte Street || Ottawa, ON K1N 8K6

Phone: [613-422-8060](tel:613-422-8060) | admin@ottawaurbancleaning.com | www.ottawaurbancleaning.com

About Ottawa Urban Cleaning

Ottawa Urban Cleaning is a community-based, independently-owned cleaning company dedicated to providing fine, detailed cleaning services to companies and individuals in the National Capital Region and surrounding communities. Our main area of focus is construction cleaning with some commercial, residential and special events.

Job Description

Key Accountabilities:

- Represent the Company with professionalism and decorum at all times
- Report directly to the supervisor or team leader
- Ensure safety and emergency procedures are followed: Handle emergency situations
- Provide exceptional customer service

Key Responsibilities:

- Dusting and cleaning ceiling vents, surface areas, and counter surfaces
- Vacuuming, sweeping, scrubbing, mopping of hardwood, laminate, or tiled floors
- Removal of floor protection and protective plastic from everything
- Removal of construction debris and garbage
- Remove labels, paint, glue, marks, stickers
- Bathtub, showers, tiles and surroundings
- Vanities, mirrors, cabinets, sinks, toilets
- Polish shower rod, heads and faucets
- Disposing of trash from bins and containers
- Polishing stainless steel appliances, sinks, etc.
- Kitchen counters, cabinets (Inside/Outside)
- Appliances – front, top, bottom, sides
- All light fixtures, bulbs and switches
- Walls includes dust, dirt, scuffs, smudges
- Baseboards, woodwork, corners, walls

- Cleaning windows, frames, sills, tracks, glass surfaces, and mirrors
- Maintaining and upkeep of all cleaning equipment, supplies, and products
- Ensuring safe and sanitary storage and care of products
- Keeping all public spaces neat and tidy
- Reporting repairs and replacements needed when encountered on job
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Qualifications and Education:

- Previous cleaning experience, willing to train
- Excellent customer service skills
- Reliable, and able to work in a team or individually.
- Available to work anytime Monday thru Friday and occasionally work on weekends
- This position reports directly to the supervisor or team leader on duty

Other Requirements:

- **Recent police check (SECURITY CLEARANCE)**
- **A MUST - Workplace Hazardous materials information system(WHMIS) certificate, and Worker Health Safety Awareness in 4 steps certificate**
- **A PLUS - Working At Heights (WAH) certificate,**
- **Because we work at construction sites the following is a MUST - Safety Boots, Vest, and Hard hat**
- Vehicle is an asset

Intended job posting audience:

Anyone who can legally work in Canada can apply for this job. If you are not authorized to work in Canada, the employer will not consider your job application