



REALTY SERVICES

## JOB DESCRIPTION

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### PRIVATE PENSION PARTNERS REALTY SERVICES

BUILDING CUSTODIAN	
<b>Location:</b>	Winnipeg, MB
<b>Compensation:</b>	Compensation commensurate with experience
<b>Reports To</b>	Property Manager

#### JOB OVERVIEW

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Private Pension Partners Realty Services (“P3 Realty”) is seeking three (3) reliable and detail-oriented Building Custodians to join our growing team. In this role, you will help ensure that your assigned property is maintained in a clean, safe, and orderly condition. This includes performing daily cleaning duties, routine maintenance tasks, and promptly reporting any repair needs. The Building Custodians will ultimately report to the Property Manager.

#### KEY RESPONSIBILITIES

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- The successful candidate will have a passion for creating and maintaining a “wow” experience;
- Clean building floors by sweeping, mopping, scrubbing and vacuuming and carpet cleaning;
- Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges and squeegees;
- Vacuuming and shampooing of carpets;
- Washing walls and glass within and around the building;
- Cleaning of windows within and around the building;
- Ensuring washrooms are clean, disinfected and stock with amenities;
- Ensure the amenity areas (i.e. gym, party room, lobbies) are cleaned, disinfected, and refuse removed daily;
- Follow procedures for the use of chemical cleaners, and power equipment to prevent damage to floors and fixtures;
- Gather, empty and removing of all trash in compliance with waste removal systems and general recycling;

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
- Snow removal as required;
- Requisition of supplies and equipment needed for cleaning and maintenance duties; and
- Other cleaning tasks as may be required.

## **QUALIFICATIONS & SKILLS**

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- Ability to work well under pressure, while handling repetitive tasks;
- Knowledge of the operation of cleaning tools and equipment to perform tasks (i.e. operation of vacuum clean, carpet cleaner, etc.) coupled with the ability to manoeuvre large machinery successfully;
- Duties performed are physically demanding and require the successful incumbent to be able to bend, turn, stoop, stand, reach high and low, and must be able to lift and carry up to 50lbs;
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to adjust actions in relation to others' actions and work independently;
- Must have excellent oral communications skills;
- Experience with maintaining building and mechanical systems, and basic handyperson skills are strong assets;
- Prior experience as a janitorial or building custodian or equivalent of 1 year or more;
- High school diploma or equivalent.

## **ABOUT PRIVATE PENSION PARTNERS REALTY SERVICES**

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P3 Realty (<https://www.p3realtservices.com/>), a division of the Private Pension Partners (P3) Group (<https://privatepensionpartners.com/>), provides integrated property management and brokerage services for P3 assets and third-party clients. Our solutions are technology-driven and operations-focused, with a strong commitment to tenant satisfaction and long-term asset performance.

Applications for this position can be completed using the following link:

<https://privatepensionpartners.bamboohr.com/careers/68>

We thank all candidates who apply, however, only those selected for a personal interview will be contacted.