



**Posted December 2, 2022**

**About Harvest Manitoba**

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 12 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 360 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 90,000 Manitobans every month, 49% of them children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

**Mission**

*Working together  
towards a healthier  
future for all where  
no Manitoban goes  
hungry*

**Cleaning Associate Job Description  
One Full-time and One Part-Time Permanent  
Salary Scale \$13.80 to \$15.05 per hour  
Closes Friday, December 9<sup>th</sup>, 2022, at 4:30pm**

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking a dedicated **Cleaning Associates** that will work well with our team. As a Cleaning Associate, you are accountable for ensuring that all areas of the property are properly maintained, cleaned, and sanitized. You will work with significant attention to detail and a “cleaner’s eye” to complete your daily task lists, attend to emergency calls, and identify areas that need future attention as required. This individual is instrumental in ensuring that our standards for cleanliness are always maintained.

**Reports to:** Senior Facilities Manager

**Responsibilities:**

- Follow the established process for cleaning in all public areas, offices, washrooms, the cafeteria, waiting room and warehouse as scheduled.
- Identify areas that need additional attention and schedule their future cleaning, attending to small touch-ups as they come up.
- Always follow safety procedures, including safe lifting & safe use of chemicals (referring to MSDS sheets or asking for help as needed).
- Ensure adequate stock is available in the cleaning rooms and keep the Facilities Manager up to date about inventory levels to ensure we do not run short of supplies.
- As a member of the Winnipeg Harvest CREW, support the team however needed to ensure operational needs are being met.

**About You:**

- Previous training in cleaning, janitorial services or housekeeping is required.
- MSDS Certified (an asset)
- Must be available for days, evenings and weekends as required.



- Exceptional attention to detail with the ability to identify and resolve cleanliness issues outside the regular checklist.
- Experience working with cleaning chemicals, and an understanding of the associated safe-work-procedures and hygiene principles.

*Evening and weekend shifts will be required as business levels dictate.*

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: [hr@harvestmanitoba.ca](mailto:hr@harvestmanitoba.ca)

*We thank all candidates for their interest; however only those selected for an interview will be contacted.*