

Janitorial Supervisor – Topa Contracting

Employment Terms: Full-time
Job Location: Regina, SK
Hours of Work: To be determined

****Tokata HR Solutions is hiring for our client, Topa Contracting. You must apply for this opportunity online, through Tokata HR Solutions, to be considered.***

Position Overview:

The janitorial supervisor will be responsible for coordinating, scheduling, and supervising the cleaning staff to ensure all areas within the building are being cleaned properly.

Position Details:

- Managing/scheduling employees
- Prioritizing tasks
- Administration duties such as ordering supplies and completing timesheets
- Ensure safety is held at highest standard
- Ensure work is completed to client standards
- Drive vehicles as required
- Multitask and prioritize jobs
- Ability to be available at any given time
- Ability to use Excel and Word
- At time will be expected to lift items up to 50 lbs

Safety:

- Hold the following exercises:
 - Safety meetings
 - Tool box talks
 - site inspections
 - Review and sign FLRA's

Qualifications:

- Ability to work independently
- Understanding of health and safety regulations
- Problem solving Skills
- Ability to Multitask
- Must pass a Drug and Alcohol test
- Experience working in a similar cleaning or janitorial role is considered an asset

Please submit your application by: May 15th, 2023

Thank you for your interest. We look forward to reviewing your application.
Only those selected for an interview will be contacted.

Preference will be given to self-declared Indigenous applicants.

We only accept applications through our online application process.