

JOB POSTING
Building Caretaker
Shift – Monday to Friday 9:00am to 5:00pm

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Building Caretaker to our team.

About the Role

As a member of our Maintenance team reporting to the *Client Services & Office Manager*, the *Building Caretaker* will be responsible for overall building maintenance and ensuring the health, safety and sanitation of the facility.

Duties & Responsibilities

- Performing daily office inspections, documenting results, reporting needed repairs, and addressing any deficiencies discovered.
- Cleaning designated internal and external facility areas, taking caution to clear any debris from the grounds and parking lot.
- Monitoring and replenishing building and office supplies such as paper towels, printer paper etc.
- Loading and unloading supplies, maintaining stock room.
- Reporting safety hazards to management.
- Adjusting and making minor repairs to plumbing and electrical fixtures as needed.
- Requisitioning supplies and equipment needed for cleaning and maintenance duties.
- Following procedures for using chemical cleaners and power equipment to maintain a safe environment and prevent damage to floors and fixtures.
- Moving furniture, equipment and supplies.
- Removing snow and de-icing paths and sidewalks around the facility.
- Preparing facility for events such as banquets and meetings.
- Arranging decorations and furniture as needed for meetings and events.
- Informing management of any major repairs or additions to building operating systems.
- Following all health and safety regulations and internal policies and procedures.
- Other projects and tasks, as assigned.

What do you need to succeed?

- High school diploma or GED.
- 2-3 years of experience in building/facilities maintenance.
- Previous experience cleaning buildings.
- Previous experience performing building care-taking duties.
- Ability to lift up to 50 lbs.
- Ability to operate hand and power tools and cleaning equipment.
- Ability to stand for long periods of time.
- Ability to operate a pump truck.
- Strong attention to detail, problem solving, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.
- Superior teamwork and customer service skills.
- A “can-do” approach and commitment to getting the job done.
- Ability work independently in a fast-pace environment.
- Ability to work additional hours as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.