

# Cleaning supervisor

Aging and Long-Term Care of Calgary Inc.

## Job details

- Location: Calgary, AB
- Salary: \$25.00 to \$30.00 / Hour for 40.00 Hours / Week
- Vacancies: 1 Vacancy
- Terms of employment: Permanent, Full time
- Start date: As soon as possible
- Benefits: Bonus, Medical benefits, Dental benefits, Other benefits
- Employment conditions: Working hours from 08:00 to 16:00

## Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

3 years to less than 5 years

Ability to Supervise

11-15 people

Work Conditions and Physical Capabilities

Work under pressure, Repetitive tasks, Physically demanding, Manual dexterity, Combination of sitting, standing, walking, Standing for extended periods, Bending, crouching, kneeling, Handling heavy loads

Personal Suitability

Judgement, Flexibility, Client focus, Reliability, Initiative

Additional Skills

Hire and train or arrange for training of cleaning staff, Maintain financial records

## Specific Skills

Supervise and co-ordinate activities of workers, Inspect sites or facilities to ensure safety and cleanliness standards, Recommend or arrange for additional maintenance services, Establish work schedules

## Job Description

- Maintain staff by recruiting, selecting, orienting, and training employees; develop personal growth opportunities
- Accomplish staff results by coaching, counseling, and disciplining employees; plan, monitor, and appraise job results; conduct training
- Maintain safe and healthy work environment by establishing and enforcing organization standards; adhere to legal regulations
- Complete operations by developing schedules; assign and monitor work; gather resources; implement productivity standards; resolve operational problems
- Control expenses by gathering and submitting budget information; schedule expenditures; monitor variances
- Provide quality service by enforcing quality and customer service standards

## Workers Supervised

Light duty cleaners

## Location of Work

Based from 6957 – 48 Street SE  
Calgary AB, T2C 5A4

## How to Apply

By e-mail:

[Lana@altcc.ca](mailto:Lana@altcc.ca)