

Winnipeg Housing Rehabilitation Corporation
Onsite Caretaker – Winnipeg's North End
60 unit building – pet and smoke free building

Closing Date: until filled

Salary: \$13.18 hourly reduced monthly rent (\$140.00) 1 bedroom

Hours: 50 hours bi-weekly

Reports to: Property Manager

The Caretaker is relied upon as a point of contact for all building residents. Further, he or she ensures the property is maintained and well-kept at all times. The incumbent will be responsible and perform the duties of the position with a helpful and friendly disposition.

Qualification:

The successful candidate will be a high school graduate or academic equivalent.

The incumbent will also satisfy the following additional skills/qualifications:

Patience and the ability to deal with stressful situations and circumstances

Able to conform to sifting priorities, demands and timelines

Communication and interpersonal skills – must be able to communicate effectively with tenants, fellow staff members and contractors – must be able to read and write in English

Physical and mental ability to perform a full range of cleaning, maintenance, security and administrative duties – must be able to lift at least 50 lbs.

Knowledge of and demonstrated ability to perform minor home maintenance task

Demonstrated analytical and problem-solving capabilities

Clear criminal record abstract

Valid class 5 driver's license and reliable vehicle

Desirable:

- Knowledge of or experience working in not-for-profit housing
- Experience or knowledge of Residential Tenancies Act and landlord requirements thereunder

Duties & Responsibilities:

The following listing is not exhaustive but does highlight some of the positions main responsibilities:

- Cleaning and maintenance of common areas (vacuuming, grass cutting, snow shovelling etc.)
- Moving items (possible heavy lifting)
- Minor in-suite maintenance tasks as required
- Generally monitor assigned buildings and related security
- Record keeping (snow shoveling log, assigned key log, etc.)
- Suite turnover reports – move-in/out condition reports and spec sheets
- Be available during 8:00 am – 6:00 pm
- Be available to respond to emergencies not during regular business hours
- Other duties as assigned

Applicants are asked to send their cover letter and resume referencing Caretaker in the subject line.

Cover letters and resumes submitted by email in Microsoft Word (or comparable) to careers@whrc.ca or by mail to our office.

Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.