

Department: Building maintenance

### **Building maintenance clerk**

Status: Permanent, full time

Schedule: Monday to Friday from 7 :00am to 3pm or 9 :00am to 5 :00pm,  
occasional overtime

Reporting to the building maintenance supervisor, the clerk performs these tasks on a regular basis:

#### **Main responsibilities**

- Monitor the condition of the premises to ensure safety and high standards of cleanliness
- Clean entrances, floors, stairs, rooms for factory employees (locker, bathrooms, cafeteria)
- Remove de snow from the entrances and put the salt
- Make small repairs and painting
- Assemble and dispose of recyclable garbage from production
- Perform all other related tasks on request

#### **Profile**

- Highschool diploma
- Work experience in industrial environment (clerk, handler)
- Good physical condition is required including the ability to pull, lift and push weights weighing up to 25 kg and to walk around our two adjoining 2 floors buildings without elevators
- Reliable, serious, efficient who seeks teamwork
- Interest in being trained as a forklift operator, as training could be offer internally

Please submit preferred working conditions and your CV at [CV@tootsi.com](mailto:CV@tootsi.com).

Only selected candidates will be contacted.

Thank you for your interest!