

Building Maintenance and Sanitation Specialist

We are seeking a highly organized and detail-oriented Building Maintenance and Sanitation Specialist to join our team. The specialist will be responsible for the upkeep of both interior and exterior maintenance across four facilities, including equipment maintenance, minor renovations, and cleaning. They will also support the sanitation team on the production lines.

Key Responsibilities

- Building Maintenance
- Maintain cleanliness of work areas with both internal team and subcontractors across four facilities.
- Responsible for maintenance of shelves, dock doors, HVAC systems, lighting, utilities, as well as interior and exterior floors and other periodic minor repairs and renovations.
- Quality check daily tasks using checklists for both internal team and subcontractors.
- Purchase and manage consumable stock.
- Ensure efficient daily waste disposal and recycling flow with the team.
- Coordinate for maintenance and renewal agreements with subcontractors and internal team.
- Coordinate relocation and setup of workstations.
- Collaborate with subcontractors such as electricians and plumbers when necessary.
- Sanitation:
 - Plan, support, and verify sanitation team production on the night shift.
 - Regularly update annual sanitation schedule in accordance with Quality Assurance (QA) requirements.
 - Communicate with sanitation tool and consumable suppliers for optimization and improvements.
 - Coordinate with QA team and production for sanitation planning and cleaning frequency.
- Flexible availability to periodically check on sanitation team during night shifts.

Qualifications:

- High school diploma or vocational diploma preferred.
- 5 years of experience in a relevant role; 2 years of experience as a supervisor/team leader.
- Proficiency in French and English.
- Good computer skills.
- Excellent communication and interpersonal skills, as well as the ability to lead and coach a team.
- Strong organizational skills, problem-solving ability, and familiarity with Construction Code and regulations.

- Knowledge of health and safety practices and regulations.
- Experience in the food industry is a plus.

Working Conditions:

- The incumbent will work indoors and outdoors.
- Physical Requirements: Ability to go up/downstairs, push, pull, and lift objects weighing up to 25 kg, stand for extended periods without breaks, and work at heights.