



Committed to Leadership in Our Industry
Office Cleaner

What we do

At Miller Environmental Corporation, we give industrial by-products (waste) a new life through physical and chemical processing. Our focus on treatment increases the opportunity for reuse, recycling and recovery and drives our mission to provide innovative and accountable environmental management solutions that advance an environmentally sustainable world.

Miller is a 100% Canadian owned company which operates one of the largest independent waste treatment and processing facilities in Western Canada. Through research and innovation, we develop new methods to treat or repurpose waste and strive for the highest recovery rate of waste possible. We treat waste from all regions of Canada and the United States, literally demonstrating that “All roads lead back to Miller.” Join the Miller team and embark on a career that isn’t just about the culture of environmental responsibility, but is actually driving environmental stewardship every hour of every day.

What you will do

Miller Environmental Corporation is seeking a full-time office cleaner who will be responsible for the cleaning of 2 office buildings, furnishing and fixtures. The 2 locations are located within 5 km’s of each other in Winnipeg by Red River College.

- Empty wastepaper and recycling baskets.
- Dry and mop various floor surfaces; vacuum carpets and where applicable chairs and furnishings.
- Dust all furniture, fixtures, telephones, windowsills etc.
- Wipe walls, doors, frames, furniture, desks, filing cabinets, and fixtures.
- Clean window glass and mirrors.
- Operate hand or power cleaning equipment such as vacuum cleaners, mops etc.
- Clean and disinfect washroom fixtures, hand basins, counters, toilets, urinals, walls, dispensers, metal partitions, doors and frames.
- Empty and disinfect all waste receptacles.
- Wash and disinfect floors and walls.
- Replenish washroom supplies as well as general office supplies.
- Report inoperative and broken fixtures and equipment such as burnt out lights, malfunctioning toilets and urinals, and cleaning equipment.
- Ensure walkways, entrances and emergency exit doors are clear of debris, safe and operational year-round.
- Deliver between offices interoffice mail and other deliveries as required.
- Perform other duties consistent with the job description as assigned.

- Keep organized, clean and well stocked cleaning supply closets as well as monitoring supplies and advising when replenishments needed.

What you will need

- Six (6) months prior experience as a cleaner in facilities such as office buildings.
- Experience in the application of cleaning products.
- Ability to use commercial cleaning products and equipment.
- Ability to work independently with minimal supervision.
- Ability to deal with employees in a professional and respectful manner.
- Organizational skills with the ability to prioritize tasks within tight timelines.
- Verbal communication skills with ability to understand and execute instructions.
- Written communication skills with the ability to complete documents such as logs and reports clearly and concisely.

What we will provide

Joining Miller gives you the opportunity for growth and development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture. At Miller we understand that our strength and expertise come from our dedicated team. We invest in the growth of our knowledge base by offering our team members:

- Extended Health Care Benefits including dental care and prescription drug benefits.
- Travel Insurance coverage
- Annual Cost of Living Allowance increases
- Emphasis on career growth and advancement of employees.
- Matching Pension plan

We support you through:

- Annual vacation
- Personal days off
- Employee Assistance Program (EAP)
- Safe work culture driven by employee participation.
- Post Secondary Education Awards (\$1000.00 annually) for dependents of employees enrolled in post-secondary education.
- Employee Referral program
- Personal Protective Equipment (PPE) Allowance program
- Extensive safety training and development

Joining Miller means that you will be working for an organization that is focused on social and environmental responsibility. We are committed to providing our employees respect, empowerment and accountability, teamwork and a healthy work environment. If you are ready to begin a rewarding career making a difference in our world, we'll help you get there.

Miller is an equal opportunity employer committed to diversity and employment equity. We thank you for your interest. Only those selected will be contacted for an interview.