



Prince Albert Metis Women's Association

JOB ANNOUNCEMENT

Job Title: Property Services Worker

Employment: Full-time (term). Day and evening shifts

Reporting to: Program Manager, Prince Albert Métis Women's Association

Position Summary:

PAMWA is seeking reliable, self-motivated, and safety-conscious Full-time Property Services Workers to support the organization's housing and property-related needs. This position will provide flexible, hands-on support in the areas of residential and commercial cleaning, basic property maintenance, minor repairs, and yard/waste removal services.

Key Responsibilities:

- **Cleaning Services:** Perform deep cleaning, routine sanitation, and surface disinfection in residential and commercial spaces. Tasks may include floor care, washroom cleaning, garbage disposal, and general tidying.
- **Maintenance & Repairs:** Conduct minor handyman repairs such as patching holes, replacing light fixtures, fixing leaky faucets, and assembling or moving furniture as required.
- **Yard & Waste Removal:** Provide seasonal yard maintenance including raking, shoveling, light landscaping, and collection/removal of waste and debris from properties.
- **Safety & Equipment Use:** Operate tools and cleaning equipment safely; report hazards or repair needs immediately.
- **Documentation:** Complete job logs, checklists, and incident reports accurately and promptly.
- **Teamwork & Communication:** Coordinate with other program staff and supervisors to ensure tasks align with organizational priorities and timelines.
- **Confidentiality & Conduct:** Maintain client and site confidentiality at all times and conducts oneself respectfully while representing PAMWA on private or public property.

QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or equivalent preferred.
- At least 1–2 years of experience in cleaning, general maintenance, or property services.
- Must possess reliable transportation and a valid driver's license.
- Ability to lift up to 50 lbs and perform physically demanding tasks in indoor and outdoor environments.
- WHMIS certificate
- Experience using basic hand and power tools safely.
- Knowledge of Métis and Indigenous culture and respect for diverse communities is considered an asset.
- Availability to work with little notice and in variable weather conditions.
- Criminal record check

SALARY: \$20.00 - \$22.00 per hour, depending on qualifications and experience

TO APPLY:

Please bring your resume to our office at 54 10th Street East, Prince Albert