

<b>Job Title</b>	Cleaner	<b>Classification</b>	Grid Level 6
<b>Department</b>	Precinct Services	<b>Position #</b>	LF5009
<b>Reports to</b>	Cleaning Operations Supervisor	<b>Date Updated</b>	September 2025

**PROGRAM AND STRUCTURE**

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

**DEPARTMENT SUMMARY**

The Precinct Services department is responsible for a variety of services in support of the Legislative Precinct buildings and grounds. Primary services include long-term capital planning and infrastructure development, facilities, and property management services, including maintenance, repair and cleaning of the Precinct buildings and grounds, and food services. Precinct Services is also responsible for the provision of oversight, training, and support to Legislative Assembly departments in the areas of procurement and contract management.

**JOB SUMMARY**

Reporting to the Cleaning Operations Supervisor, the Cleaner performs general housekeeping duties and maintains cleanliness of designated areas in accordance with established daily cleaning schedules. This position completes all tasks required to meet cleaning standards as set out by Legislative Facility Services.

**KEY RESPONSIBILITIES**

- Keeps the Legislative Building in clean and orderly condition.
- Provides floor care in offices, kitchenettes and common areas including vacuuming, sweeping, mopping and spot cleaning.
- Conducts surface care in offices, kitchenettes and common areas including cleaning walls, furniture, windowsills/ledges, glass, blinds & light fixtures.
- Provides washroom care including cleaning, disinfecting, sanitizing, and replenishing supplies.
- Picks up and transports garbage, recycling, and organic waste material to appropriate collection points.
- Performs routine minor plumbing maintenance, such as unplugging toilets and sinks, and notifying management of need for repairs.
- Changes and launders towels.
- Sets up and cleans rooms for meetings, including the removal of dishes and glasses following special functions and events.
- Locks and unlocks doors and turns lights on and off, in consultation with the Legislative Assembly Protective Services team.

- Performs project-specific cleaning as directed, including interior window cleaning, carpet cleaning, wall washing and snow and ice removal, some of which may require the use of ladders.
- Performs minor maintenance to cleaning equipment, including filter and bag changes, and wiping down equipment to maintain a clean and professional appearance.
- Mixes detergents and cleaning solutions and ensures security of cleaning solutions, supplies and stock items.
- Reports materials used, amounts and conditions of materials available, and repairs required, such as light replacement, leaking sinks and taps and safety hazards, to supervisors.
- Identifies opportunities for energy savings and process improvements.
- Performs other duties as assigned within scope of work.

## **ORGANIZATION STRUCTURE**

Clerk of the Legislative Assembly of BC  
 Executive Financial Officer  
 Director Precinct Services  
 Legislative Facility Manager  
 Cleaning Operations Supervisor  
**Cleaner**

## **SELECTION CRITERIA**

### **EDUCATION, TRAINING & EXPERIENCE**

- Minimum 2 years' work experience in commercial cleaning.
- Completion of Building Service Worker Levels 1-3 courses is considered an asset.
- Experience with floor care and cleaning including the use of floor cleaning equipment is considered an asset.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of standard cleaning methods, practices, tools and equipment.
- Knowledge of occupational hazards and safety rules.
- Strong communication and customer service skills to interact with clients.
- Strong organizational skills with an attention to detail.
- Ability to bend, reach, push, pull and stand for extended periods of time.
- Ability to lift and carry up to 40 lbs on a regular basis and over 40 lbs occasionally.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively with a team in a fast-paced, deadline-driven environment.
- Ability to interact with people sensitively, tactfully, diplomatically and professionally at all times.