



PO Box 1420, 140 Service Rd  
Indian Head, SK S0G 2K0  
**Phone:** 306.695.2460  
**Fax:** 306.695.2666  
valeindustries.ca

POSITION OVERVIEW			
POSITION TITLE	Janitor/Caretaker	DEPARTMENT	Corporate
REPORTS TO	Production Supervisor	VERSION AND DATE	V1 22FEB21
TERM TYPE	Permanent Full-Time	LOCATION	Indian Head, Sk.

#### About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 150 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

#### Job Summary:

Our growth plans require the addition of an in-house janitor/caretaker to work in a full-time capacity, keeping our shop and office safe and clean. This position is very hands on and will include other duties in addition to cleaning as directed by the supervisor.

#### Duties and Responsibilities:

- Follow Covid- 19 cleaning procedures on regular schedule as prescribed by supervisor
- Prepare coffee and monitor coffee supplies in the shop kitchen
- Clean staff kitchens including wiping down fridge inside and outside, counters, cabinets, etc
- Clean building floors by sweeping, mopping, scrubbing or vacuuming
- Gather and empty trash
- Service, clean and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows, glass partitions and mirrors, using soapy water or other cleaners
- Dust furniture, walls, machines, and equipment with the office and lunchroom areas
- At time will be expected to lift up to 50 lbs
- Keep up with wiping walls throughout the building
- Follow cleaning schedule and keep cleaning log



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#### Education and Qualifications:

- Grade 12

#### Knowledge Areas and Experience:

- Previous cleaning experience required
- Successful experience working independently
- Self-motivated
- Detail-Oriented

#### What Vale Offers:

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development

#### Compensation:

- Competitive base salary
- Extended Health, Dental, Disability and Life Insurance

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.  
hr@valeindustries.ca*