



RESIDENTIAL CLEANER WANTED

Diamond Cleaning

POSITION SUMMARY

In this role, working under the direction of management, you will establish relationships with clients, clean homes, and perform administrative duties when required.

Successful candidates will be detailed oriented and dedicated to excellence in cleaning and customer service.

You will make between \$14.00 - \$16.00 per hour, plus tips, and bonuses.

RESPONSIBILITIES

Cleaning Appointments

- Clean homes and ensure tasks outlined in the cleaning checklist are completed to the highest standards,
- Work with minimal supervision,
- Assess a client's home, prioritize tasks, and use good judgment to customize appointments per client's wishes,
- Establish positive relationships with clients by earning their trust and respect,
- Deliver the highest quality of customer service possible,
- Report to work on time each day and work extra hours when needed,
- Comply with proper safety policies and procedures (i.e when using cleaning supplies, reporting incidents, etc)
- Ensure all equipment and supplies are transported from each appointment and not left behind.

Administrative Duties

- Collect payments from clients when required,
- Keep an accurate log of appointment details,
- Report any complaints, issues, and problems to management as soon as possible,
- Attend staff meetings with management as needed.

HOW TO APPLY

Please email a cover letter and resume to the email in the contact information section! In your cover letter please state why you will make an excellent candidate for the job. We are looking for long term, dedicated employees!

Do you pride yourself on a job well done? Do you have excellent customer service skills? Do you work well both with a team and independently?

If so, then we want you to join our growing, successful cleaning company!

JOB REQUIREMENTS

- Valid Driver's License
- Positive reference check
- Completion of training

CONTACT INFORMATION

PHONE:
613-561-9871

WEBSITE:
www.diamondcleaningontario.ca

EMAIL:
diamondcleaning.hr@gmail.com



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