



REQUEST FOR PROPOSAL Janitorial Services

Anticipated start date: November 13th, 2016

Languages: English or French

Basement:

- Sweep and wash basement store floor once a week.

Ground Floor (6 days per week):

- Clean three service bathrooms plus bathroom for employees and volunteers
 - Clean mirrors, sinks, toilets and urinals
 - Empty garbages
 - Empty sanitary napkin holders
 - Sweep floors
- Mop floor in reception area.
- Sweep floor in store. Vacuum rug in store. Vacuum rug in stairway
- Ensure to maintain adequate supplies in all washrooms (hand soap and toilet paper).

Ground Floor (1 day per week):

- Wash floor in food bank.
- Wash floor in all washrooms.
- Clean bathroom in store.

Upstairs (1 day per week):

- Empty garbages in office
- Dust in offices
- Sweep and wash floors in offices

Other duties:

- Monitor inventory of janitorial supplies and give list of supplies to order to Operations Manager.
- Maintain a communication book with Operations Manager.

There is a possibility for light service work such as replacing light bulbs paid in addition on an hourly basis.

Requirements:

- Must be bonded.
- Must have WHIMIS.
- Must be willing to work when the Centre is closed to not disrupt the functioning of the Centre (i.e. after 6:00 PM on Mondays, Tuesdays, Wednesdays and Fridays, after 8:00 PM on Thursdays, after 4:00 PM on Saturdays, anytime on Sundays)
- Must be able to find replacements for holidays/days off.
- Must have attention to detail and take pride in the work done.
- Must be a hard worker.

Please contact Johanne Gauthier, Operations Manager at the Agape Centre **(613-938-9297 ext. 27)** to visit the site to get a sense of the scope of the work. You must arrange an appointment with Johanne Gauthier ***before*** visiting the Centre.

Please forward your proposal to:

Johanne Gauthier

Operations Manager, Agapè Centre

jgauthier@agapecentre

The deadline for application is October 28th at 4:00 PM.