



Job Title: Office Cleaner/Sanitization Associate, MCHP
Location: Winnipeg, MB
Position: Full-time, Permanent

About Us:

Established in 1954, Bee Maid Honey Limited is the marketing arm of the Alberta Honey Producers Co-operative Limited and the Manitoba Cooperative Honey Producers. Honey produced by beekeepers in Western Canada is processed and packaged at plants in Winnipeg, MB and Spruce Grove, AB. Bee Maid not only produces premium honey but also operates retail outlets in Spruce Grove, Winnipeg, and Tisdale.

Joining our team means becoming part of a company deeply rooted in Western Canada's beekeeping heritage and contributing to the success of a product that proudly bears the label, "Proudly Owned by Canadian Beekeepers".

POSITION DESCRIPTION:

Manitoba Cooperative Honey Producers are looking to hire a full-time **Office Cleaner/Sanitization Associate** to join our team. Reporting to the Production Supervisor, the Office Cleaner/Sanitization Associate is responsible for the cleanliness of the office areas to meet food safety and operational requirements. **Regular workweek is Sunday 7:30am to 4:00pm and Monday to Thursday 12:00pm to 8:30pm with some minor flexibility.**

KEY RESPONSIBILITIES:

PRIMARY FOCUS:

- Maintaining cleanliness of main and secondary offices, restrooms, breakroom, etc., including surfaces and floors
- Stocking restrooms
- Remove garbage and recycling
- Maintain chemical inventory
- Complete HACCP/SQF forms as required
- Other duties as assigned

SECONDARY FOCUS:

- Assist in cleaning of packing equipment & warehouse in a food manufacturing facility as operational needs require.

Alberta Honey Producers Co-operative Limited
Box 3909, 70 Alberta Avenue • Spruce Grove AB T7X 3B1 • Phone: 780-962-5573

Manitoba Cooperative Honey Producers Limited
625 Roseberry Street • Winnipeg MB R3H 0T4 • Phone: 204-783-2240



QUALIFICATIONS:

- Grade 12 High School Diploma (or equivalent)
- Must have basic knowledge of cleaning products, including chemicals and supplies, and methods used in office cleaning.
- Understanding of Safety Data Sheets (SDSs), especially when working in a manufacturing environment. It is also useful that they can operate automatic floor scrubbing machines, floor buffers, and wet and dry vacuums.
- Ability to work independently.
- Ability to read, write, and speak English language at a level necessary for efficient performance.
- Good communication skills to effectively follow written or verbal instructions.
- The individual must give attention to detail when cleaning.
- Energetic and can lift up to 25 to 50 pounds without assistance. Must be able to reach, stretch, bend, walk during daily routine, and stand for a long duration with ease.

HOW TO APPLY:

Our company offers a team-oriented environment and competitive compensation, benefits, and company pension. Interested candidates should submit their resume to careers@beemaid.com by **February 23, 2024**. Join our team and contribute to the success of our Team!

We thank all that apply, however only candidates selected for an interview will be contacted.

