



CARETAKER

Helping Create a Welcoming Community at 1510 Main Street

1510 Main Street, Winnipeg, Manitoba

Position Type: Full-Time

Hours: 40 hours per week

Day-to-Day Supervision: Community Resident Manager (CRM)

Property Management Oversight: A.S.H. Management Group, through the assigned Property Manager

Owner Oversight: Inuka Community Inc., through the Chief Development Officer (CDO)

Location: 1510 Main Street, Winnipeg, Manitoba

Primary Purpose

The Caretaker is responsible for helping maintain a **clean, functional, orderly and well-maintained building and grounds** through routine janitorial services, exterior maintenance, snow and ice removal, routine building walk-throughs, preventative maintenance support, authorized minor repairs and support for community activities within the building.

The Caretaker works closely with the Community Resident Manager, A.S.H. Management Group and approved contractors to support the day-to-day condition and operation of the property.

The Community Resident Manager provides day-to-day supervision and coordination of the Caretaker's work. A.S.H. Management Group provides property-management oversight and direction on matters within its mandate, while Inuka Community Inc. provides owner oversight and organizational direction.

Key Responsibilities

1. Janitorial & Building Cleaning

- Clean entrances, lobby, elevators, hallways, stairwells and other common areas.
- Sweep, vacuum and mop floors and clean doors, glass and high-touch surfaces.
- Clean and maintain common washroom facilities.
- Monitor and remove garbage and recycling from common areas.
- Maintain cleaning supplies and equipment and advise when supplies need replenishment.





- Safely operate, clean and maintain assigned janitorial equipment and advise when equipment requires repair or replacement.
- Help ensure common areas remain welcoming, orderly and presentable for residents and visitors.

2. Grounds & Exterior Maintenance

- Keep building entrances, sidewalks and exterior areas clean and free of litter and debris.
- Perform basic seasonal landscaping and grounds maintenance.
- Monitor the exterior condition of the property and report deficiencies or damage.
- Safely operate and maintain assigned grounds-maintenance equipment.
- Help maintain the overall appearance and cleanliness of the property.

3. Snow & Ice Removal

- Clear snow from building entrances and designated sidewalks.
- Apply ice melt, sand or other approved materials as required.
- Monitor entrances and walkways for snow, ice and slipping hazards and take appropriate action within the scope of the role.
- Provide timely snow clearing following snowfall, including early morning work where necessary to maintain clear access to the building.
- Safely operate and maintain assigned snow-removal equipment.
- Complete snow and ice removal records or checklists as required.

4. Light Repairs & Maintenance

- Complete authorized minor repairs such as adjusting doors and hardware, replacing bulbs, minor patching, touch-up painting, caulking and other basic handyman tasks.
- Conduct routine visual checks of common areas and identify maintenance, building or hazard concerns.
- Report plumbing, electrical, mechanical, elevator, access-control or other issues requiring qualified contractors.
- Assist with minor maintenance requests when authorized.





The Caretaker must not undertake work covered by building warranties or repairs requiring a licensed trade unless specifically authorized.

5. Preventative Maintenance & Building Support

- Assist with routine preventative maintenance checks.
- Conduct routine walk-throughs of the building, common areas, exterior grounds and parking areas to identify cleanliness, maintenance and hazard concerns.
- Report any security concerns observed in the course of regular duties in accordance with established procedures.
- Identify and report signs of wear, damage, leaks, hazards or other maintenance concerns.
- Complete basic cleaning, inspection and maintenance logs or checklists as required.
- Support preparation of common areas during tenant move-ins and unit turnovers.
- Assist with access and coordination for approved contractors where required.
- Communicate maintenance observations and outstanding issues to the CRM and/or A.S.H. Management Group.

6. Community & Resident Support

- Support the physical setup and clean-up of common areas used for resident meetings, community activities, workshops and other approved events.
- Arrange tables, chairs and other basic room setup as required.
- Ensure meeting and activity spaces are clean, orderly and ready for use before events.
- Restore and clean common areas following meetings and community activities.
- Assist with maintaining welcoming and well-organized shared spaces that support resident engagement and community-building activities.

7. Workplace Safety & Building Stewardship

- Perform duties in accordance with applicable workplace health and safety practices.
- Identify and promptly report hazards or unsafe conditions that may affect residents, visitors or staff.



- Remain alert to obvious safety or security concerns encountered in the course of regular duties and promptly report concerns in accordance with established procedures.
- Safely use and store cleaning products, equipment and maintenance supplies.
- Help protect the physical condition of the building through regular observation and preventative attention.
- Respect resident privacy and maintain appropriate professional boundaries when working within a residential environment.

The Caretaker is not responsible for providing security services, investigating incidents or confronting individuals. Security or emergency concerns are to be reported and escalated in accordance with established procedures.

Qualifications & Experience

The successful candidate will ideally have:

- Previous experience in caretaking, building maintenance, janitorial services, property maintenance or a related role.
- Practical experience completing basic repairs and general handyman tasks.
- Knowledge of safe cleaning practices and the proper use of cleaning products and equipment.
- Ability to identify maintenance concerns and hazards and understand when specialized or licensed trades are required.
- Ability to work independently, organize daily tasks and respond to changing building priorities.
- Good communication and interpersonal skills.
- A dependable, responsible and service-oriented approach to working within a residential community.
- Willingness to complete required orientation and training related to building procedures, workplace safety, emergency procedures, equipment use and Inuka's reporting and escalation procedures.



Physical Requirements

The position requires the ability to:

- Perform regular walking, standing, bending and lifting.
- Carry cleaning supplies and maintenance equipment.
- Perform indoor and outdoor duties in varying weather conditions.
- Complete snow removal and other seasonal exterior maintenance activities.
- Safely perform the physical duties normally associated with caretaking and routine building maintenance.

Work Schedule

This is a **full-time position of 40 hours per week**.

The work schedule will be established based on the operational needs of the building. Some flexibility in working hours may be required for snow removal, urgent building conditions, move-ins, contractor access, resident meetings and other time-sensitive property needs.

Supervision, Oversight & Working Relationships

Community Resident Manager: Provides day-to-day supervision, coordinates routine work and priorities, and follows up on day-to-day building matters.

A.S.H. Management Group: Through the assigned Property Manager, provides property-management oversight and direction on building operations, maintenance requirements, contractors and other matters within A.S.H.'s property-management mandate.

Inuka Community Inc.: Through the Chief Development Officer, provides owner oversight, organizational direction and accountability for the position on behalf of Inuka.

The Caretaker will also work collaboratively with:

- Inuka Community Inc. Operations Team
- Housing Stabilization Officer, where appropriate
- Approved maintenance contractors and service providers





Role Contribution

The Caretaker protects Inuka's physical asset and contributes to the resident experience by keeping 1510 Main Street clean, functional, orderly, welcoming and well maintained.

Working Conditions

- On-site building and community-based position with regular resident interaction.
- Work involves a combination of indoor and outdoor duties throughout the year.
- Occasional evening or weekend work may be required based on operational needs.
- Some flexibility in hours may be required during snowfall or other time-sensitive building conditions.
- Local travel within Winnipeg may occasionally be required for operational purposes.
- Must maintain a satisfactory Criminal Record Check and Vulnerable Sector Check.

Compensation & Benefits

- Competitive salary and medical benefits.
- Supportive and collaborative work environment.
- Opportunities for professional learning and development.
- Opportunity to contribute to a mission-driven housing model.

Why Join Inuka?

Be part of a team building more than housing. We are creating communities where people feel supported, respected and connected, and where your work contributes to meaningful, long-term impact.

Equity & Inclusion

We are committed to building an inclusive and equitable workplace and welcome applications from individuals of all backgrounds. Accommodation is available upon request throughout the recruitment process.

How to Apply

Submit your resume and cover letter to wambui@inuka.ca





Application Deadline: September 11, 2026

Applications will be reviewed as received. As this is an immediate staffing need, Inuka may begin interviews and fill the position before the closing date.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

