**Job Description:**

* Thorough and complete cleaning of the mosque facilities.
* Opening/closing the facilities on a rotating schedule using the systems in place.
* On call duties for emergencies and special events and Friday Prayers.
* Setting facilities and making it ready for events and activities.
* Troubleshoot and perform minor repairs on plumbing, electrical & appliances system.
* Paint, repair drywall, patch holes and change interior and exterior lights.
* Clear snow in the winter and sand entrances.
* Cut grass, mow the lawn and plant flowers in the summer.
* Clean and organize the facilities after end of functions.
* Watch for improper parking and take necessary action.
* Perform routine inspections and maintenance of building systems.
* Maintain records with respect to systems, condition of the premises and equipment.
* Report any breakdowns, accidents, damage or vandalism to the appropriate EC member
* Willing to be re-located to other MIA Facilities
* Order and maintain adequate cleaning supplies for the premises and control the inventory and the use of these supplies.
* Secure all doors and windows whenever the building is vacant.
* Check for repairs required to infrastructure & report maintenance requirements.
* Ensure the premises are esthetically well kept and well organized.
* Committed to be available for the whole month of Ramadan.
* Other related duties as assigned.

**Qualifications:**

* Minimum grade 10 education.
* Demonstrated knowledge of some carpentry, dry walls, painting and electrical devices.
* Minimum 6 month work experience working in caretaking or maintenance related positions.
* Must be fluent in English.
* Good interpersonal skills and ability to work independently.
* Self-Starter with initiative
* Willing to work evenings and weekends.
* Own a vehicle and possess a valid MB driver’s License

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit** your resume with a cover page to MIA office manager: [office@miaonline.org](mailto:osaed.khan@miaonline.com) or in-person

**Submission deadline: April 24th, 2016 at 3:00 pm**

**Note:** Only individuals who meet the requirements will be called for interview.