

Cleaning Manager

BlackCrown Staff and Services Inc.

Job ID

41352

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/41352>

LOCATION	DATE POSTED	EXPIRY DATE	
100 Gowan Ave, East York, ON Ontario	15-10-2026	13-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.95 Hourly	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

About Us

BlackCrown Inc. is a Canadian business group offering specialized services through dedicated subsidiaries. BlackCrown Staff and Services Inc. provides commercial cleaning and facility maintenance services, helping businesses maintain clean, safe, and professional environments through reliable, high-quality service.

About the Job

BlackCrown Staff and Services Inc. is seeking a Cleaning Manager to oversee cleaning operations at a designated client site across multiple shifts, providing leadership and guidance to Cleaning Supervisors and staff to ensure consistent service delivery, high hygiene standards, and compliance with company policies, cleaning procedures, and occupational health and safety regulations. Coordinate staffing levels, shift schedules, supplies, and inventory; monitor service quality and operational performance; and oversee administrative activities, including employee timekeeping, payroll coordination and budget management, to optimize resource allocation, maintain operational efficiency, control costs, and ensure client satisfaction.

How to apply: Please submit your resume using the subject BC2026 – [Your full name] to info@blackcrowninc.ca

Job Description

Key Responsibilities

- Coordinate, direct, supervise, plan and evaluate the day-to-day operations of a cleaning services establishment, ensuring efficient service delivery, effective staff management, compliance with company policies and procedures, and the consistent achievement of established cleaning standards and operational objectives.
- Develop, implement, and oversee company policies and operational procedures for cleaning staff, ensuring consistent work practices, compliance with established cleaning standards and safety regulations, and adherence to company requirements for service quality and operational efficiency.
- Manage and supervise Cleaning Supervisors across all shifts, ensuring consistent performance, accountability, and effective communication.
- Conduct site inspections and implement corrective actions to maintain cleaning quality and meet deadlines. Identify

opportunities to improve productivity, service quality, and cost efficiency. Recruit, train, coach, and evaluate supervisors and cleaning staff as required.

- Address client inquiries, concerns, and complaints regarding cleaning services, investigate operational issues, implement appropriate corrective actions, and follow up to ensure service standards are maintained and client expectations are met.
- Oversee employee schedules, attendance, and shift coverage, addressing staffing or performance issues promptly.
- Provide guidance to supervisors and support the resolution of operational challenges.
- Review timekeeping records and coordinate corrections to support accurate payroll processing.
- Manage budgets, and monitor inventory to control costs and ensure efficient operations.
- Maintain operational records and prepare reports on staffing, attendance, inspections, supplies, and service performance.

Education & Experience

- At least 2 years of experience in commercial cleaning, janitorial services, or facility maintenance, including supervisory or management responsibilities.
- Experience with timekeeping, payroll records, budgeting, invoicing.
- Advanced Microsoft Office skills, particularly Excel. Experience with Avetta is an asset.
- Post-secondary education in Business Administration, Accounting, or a related field is an asset.
- English proficiency required; Spanish and French are assets.

Qualifications & Skills

- Strong leadership, organization, conflict resolution, decision-making and problem-solving skills.
- Proven organizational and analytical skills, allowing you to effectively prioritize tasks, arrange schedules and meet deadlines within short time constraints.
- Accuracy when handling operational and financial records.
- Professional conduct and commitment to results.
- Knowledge of commercial cleaning procedures, equipment, chemicals, and workplace safety. WHMIS & HSO Certification.
- Ability to walk throughout the site and occasionally lift or move supplies or equipment.

Position Details

- Job Type: Full-time, permanent
- Pay: \$37.95 per hour
- Expected Hours: 30–40 hours per week
- Work Location: In person
- Location: North Whitby, ON L1M 1W6
- Vacancy Status: This posting is for an existing vacancy.

Ability to Commute or Relocate: Must be able to reliably commute to North Whitby, ON L1M 1W6, or plan to relocate before starting work.