



*Canada's premium service provider. Leading the industry in sustainable and innovative solutions.*

## **JOB POSTING**

**Date:** February 12<sup>th</sup>, 2026

**Location:** Greater Toronto Area

**Position:** Evening Supervisor – Janitorial Services

**Start Date:** ASAP

**Compensation:** Competitive compensation (\$45,000 - \$47,000) and a comprehensive health benefits package

### **Corporate Overview:**

Hallmark Housekeeping Services Inc. is Canada's premium commercial janitorial partner, and an industry leader in sustainable and innovative solutions. Our focus is to serve our customers by providing a consistent and superior service in an economical, safe, and environmentally responsible manner. Since our inception in 1977, we have remained focused on being an employer of choice, by fostering an engaging organizational culture, and prioritizing the well-being of all members of our team. Hallmark does not use artificial intelligence to screen, assess or select applicants.

### **Position Summary:**

Hallmark is seeking a motivated and organized Evening Supervisor to support the daily operations of our janitorial team at an office complex in downtown Toronto. This role is essential in maintaining efficient communication and coordination between management, staff, and clients. The responsibilities of this position include, but not limited to:

- Lead and coordinate the day-to-day operations and administrative tasks
- Communicate effectively with clients and team members to ensure service satisfaction
- Help coordinate schedules and manage workforce assignments
- Maintain records and documentation related to janitorial services
- Support employee training and onboarding processes
- Address and resolve any customer or staff inquiries promptly
- Ensure compliance with health and safety regulations
- Participate in team meetings and contribute to continuous improvement initiatives
- Supply and inventory management
- Responding to and assisting in any emergencies
- Oversee bi-weekly payroll submission
- Perform regular Quality Assurance inspections and advise staff of any deficiencies found and ensure they are corrected

**Qualifications:**

In addition to having considerable experience working in the janitorial or facilities services industry, the ideal candidate should possess the following qualifications and skills:

- Fluent in English; excellent verbal and written communication skills are a must
- Previous experience in a managerial or administrative support role preferred
- Strong organizational skills with the ability to multitask
- Computer literate in Word, Excel, Outlook
- Ability to work independently and as part of a team
- Detail-oriented with a focus on quality and customer satisfaction
- Knowledge of janitorial operations and cleaning standards is a plus
- Ability to work efficiently and manage a large workload in a fast-paced environment
- Strong computer and technical skills, with proficiency in MS Office (PowerPoint, Excel, Word, Outlook).
- Ability to speak fluently in English – bilingual or multilingual an asset

**If you are interested, please submit your resume to [careers@hallmarkhousekeeping.com](mailto:careers@hallmarkhousekeeping.com) by February 25<sup>th</sup>, 2026**

*Hallmark Housekeeping Services Inc. is an equal opportunity employer, and does not discriminate against any applicant on the basis of race, ethnicity, age, gender, sex, disability, religion, or any other protected ground under the Human Rights Code. Should any applicant require accommodations during the course of the recruitment process, all efforts will be made to provide such accommodations.*