



Custodial Duties – EMPLOYMENT OPPORTUNITIES

The Municipality of South Bruce is seeking an individual to provide custodial services to the Municipal Administrative Office, Teeswater Town Hall, Teeswater Library, Teeswater Doctor's office and Teeswater Public Works Shop. The successful candidate would be responsible for cleaning after events at the Teeswater Town Hall, and weekly cleaning of Teeswater Library, Medical Centre, Teeswater Public Works Shop and Municipal Office. Report maintenance issues and Health and Safety concerns to Recreation and Facilities Manager. Approximately 15 hours per week: flexible hours – after hours and some weekends.

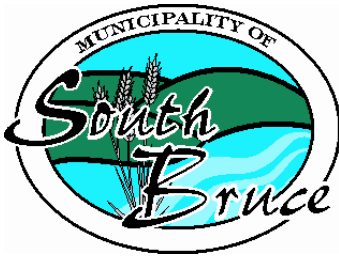
For a full job description, please see ad below.

To apply for this position, please submit your resume and qualifications by:

Wednesday, December 8th, 2021 at 12:00pm Noon to:

Municipality of South Bruce
21 Gordon St E, P.O. Box 540, Teeswater ON N0G 2S0
Attention: Rhonda Niesen, HR Assistant
Fax: 519-392-6266
e-mail: rniesen@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



POSITION DESCRIPTION

POSITION TITLE: **Custodian**

DEPARTMENT: Recreation & Facilities

SALARY GROUP: 2

GENERAL SUPERVISOR: Recreation & Facilities Manager

PURPOSE OF POSITION:

To provide cleaning and Custodial/Caretaker services to the Municipal Office, Teeswater Town Hall, Teeswater Library, Teeswater Doctor's office and Teeswater Public Works Shop.

SCOPE OF POSITION:

Responsible for cleaning after events at the Teeswater Town Hall, and weekly cleaning of Teeswater Library, Medical Centre, Teeswater Public Works Shop and Municipal Office. Report maintenance issues and Health and Safety concerns to Recreation and Facilities Manager

RESPONSIBILITIES:

Teeswater Town Hall (3 Clinton St S)

Can take from 1 hour to 7 hrs. depending on usage.

DUTIES: Mops up the floors and stage, vacuums, clean washrooms, clean kitchen, make sure exit lights are working, restock supplies. Upstairs clean floors after an event or rental. Check the heat, shovel snow. Cleaning is done once or twice a week, varies depending on usage.

Wipes a variety of surfaces such as doorways, cupboards, window sills and frames

Washes tables, desks and other surfaces as required

Conducts annual spring cleaning, including windows, doors, etc.

Put out garbage and recycling week on Tuesday mornings.

Performs other related duties as assigned.

Teeswater Library (2 Clinton St S)

Cleaned twice a week, outside of library hours. Spends approximately 1 hour and half each day

DUTIES: Mops up the floors, vacuums, cleans washrooms, cleans mats, dusts desks, monitors, bookshelves, wipes down wooden staircase, gathers the garbage, restock supplies.

Puts out garbage and recycling on Tuesday mornings.

Performs other related duties as assigned.

Municipal Office (21 Gordon Street, Teeswater)

Cleaned twice a week, outside of regular office hours. (approximately 5 hours).

DUTIES: Mops up the floors, vacuums, cleans washrooms, staff lunchroom and council chambers, dusts desk, monitors, gathers the garbage, restock supplies,

Conducts annual spring and fall cleaning, including windows, doors, trims, etc.

Performs other related duties as assigned.

Teeswater Public Works Shop (21 Gordon Street, Teeswater)

Cleaned twice a week, outside of regular office hours. (approximately 2 hours)

DUTIES: Mops up the floors in lunchroom and washroom, cleans washrooms and staff lunchroom restock supplies,

Jane Street Medical Office (4 Jane Street, Teeswater)

Cleaned weekly on Wednesday's time to be determined by custodian (approximately 2 hours).

DUTIES: Mops up the floors in the office and the front entrance way, cleans washrooms, staff lunchroom, dusts desk, monitors, wipes down waiting room chairs.

Conducts annual spring and fall cleaning, including windows, doors, trims, etc.

Performs other related duties as assigned.

Note: A list of supplies needed for each facility can be given to anyone in the office and it will be ordered.

QUALIFICATIONS (RECOMMENDED):

- Previous work experience performing same or like tasks.
- Well organized with the ability to provide leadership and to communicate effectively – good public relations skills.

CONDITIONS OF EMPLOYMENT:

- Abide by the Municipality's policies and procedures, including the Health and Safety policies.
- Attend all training sessions as required by the Municipality
- Must have reliable vehicle
- Be available for varying working schedules

WORKING CONDITIONS:

Usual publicly owned and operated recreation facility conditions – must be accessible to the public and users – risk of physical hazard when working with equipment.

It is expected that all municipal staff promote the use of the facilities. Courtesy to users is expected and demanded at all times.

The hours of work may vary and are estimated to be 780 hours per year.

Prepared By: CL & SC
Effective Date: Approved 2007 & Updated 2021

Approved By: KR