



Custodial & Cleaning Services

The Municipality of South Bruce is seeking an individual to provide cleaning/custodial services to the following municipal facilities:

- Municipality of South Bruce Administrative Office,
- Teeswater Town Hall,
- Teeswater Library,
- Teeswater Public Works Shop and
- Teeswater Ball Diamond Washrooms

Responsibilities include, but are not limited to, regular and event-related cleaning of the listed facilities, as well as routine snow removal from the outdoor steps and walkways at the Teeswater Town Hall and Teeswater Library during the winter

The successful candidate would be responsible for both regular cleaning and cleaning after events. Regular snow removal at the Teeswater Town Hall and Library is required during winter months.

A complete job description can be found on the municipal website: www.southbruce.ca

Qualified applicants are invited to submit a resume and qualifications by:

October 31, 2025, at 12:00pm (NOON):

Laura Kennedy, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario, N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to:
lkennedy@southbruce.ca in either Word or Adobe format.

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 about a job opportunity, please advise the Human Resources Assistant of any accommodation 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/custodial services to the South Bruce Municipal Office, Teeswater Town Hall, Teeswater Library, Teeswater Public Works Shop and Teeswater ball diamond bathrooms, and to provide regular snow removal for the Teeswater Town Hall and Library.

SCOPE OF POSITION:

Responsible for weekly cleaning of Teeswater Library, Teeswater Public Works Shop and Municipal Office. Position is also responsible for cleaning after events at the Teeswater Town Hall and ball diamond washrooms. Regular snow removal at the Teeswater Town Hall and Library is required during winter months. Any maintenance or Health and Safety concerns should be reported to the Recreation and Facilities Manager.

RESPONSIBILITIES:

Teeswater Town Hall (3 Clinton St S)

Approximately 1-7 hours/week, as needed depending on usage

DUTIES:

- Mop floors, vacuum, wipe surfaces such as doorways, cupboards, window sills and frames, clean washrooms, clean kitchen, restock supplies, wash and return linens, remove garbage and recycling after bookings, wipe tables, desks and other surfaces as required
- Daily snow removal
- Report any maintenance or Health and Safety Concerns
- Conduct annual spring cleaning, including windows, doors, etc.
- Put out garbage and recycling week on Tuesday mornings
- Perform other related duties as assigned

Teeswater Library (2 Clinton St S)

Approximately 3 hours/week, two cleanings a week, outside of library hours

DUTIES:

- Mop floors, vacuum, clean washrooms, clean mats, dust desks, monitors, bookshelves, wipe down wooden staircase, gathers the garbage, restock supplies
- Put out garbage and recycling on Tuesday mornings
- Change light bulbs
- Daily snow removal
- Performs other related duties as assigned

Municipal Office (21 Gordon Street, Teeswater)

Approximately 6 hours/week, two cleanings a week, outside of regular office hours.

DUTIES:

- Mop floors, vacuum, clean washrooms, staff lunchroom and Council Chambers, dust desk, monitors, gathers and removes garbage, restock supplies, wash and return linens
- Conducts annual spring and fall cleaning, including windows, doors, trims, etc.
- Restock supplies
- Performs other related duties as assigned

Teeswater Public Works Shop (21 Gordon Street, Teeswater)

Approximately 2 hours/week, two cleanings a week, outside of regular office hours.

DUTIES:

- Mop floors in lunchroom and washroom, cleans washrooms and staff lunchroom
- Restock supplies

Teeswater Baseball Washrooms (64 Gordon Street, Teeswater)

Cleaned as needed, varies depending on usage (seasonal)

DUTIES:

- Clean washrooms
- Restock supplies

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
- Self-motivated
- Able to organize work schedule based off ever-changing facility booking schedule

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. Stairs and step ladder use, working alone. Physically demanding tasks including snow shoveling. Risk of physical hazard when working with equipment.

Courtesy to users is expected at all times.

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

Prepared By: CS
Effective Date:

Approved By: LM