

Township of



McMurrich/Monteith

requires a

Part-Time

Custodian

(16.54 - 20.11)

The Custodian is responsible for the performance of routine custodial duties at the Township offices and the Community Centre.

For a copy of the Job Description please contact our office.

Please submit your cover letter and resume, in confidence, by **4:30 p.m. on Friday, September 25, 2020 to the attention of:**

Cheryl Marshall, Clerk-Treasurer
clerk@mcmurrichmonteith.com
Township of McMurrich/Monteith
31 William Street, P.O. Box 70
Sprucedale, Ontario POA 1Y0

We thank all applicants who apply, however, only those considered for an interview will be contacted. The Township of McMurrich/Monteith is an Equal Opportunity Employer. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used for the purposes of determining eligibility for this competition.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be provided upon request.

Township of McMurrich/Monteith

POSITION DESCRIPTION

Position: Custodian	Date approved: November 4, 2019
Reports to: Clerk Treasurer	Approved by: Council Resolution #2019-326
Permanent Part-Time (Flex Hours) (4 hours per week cleaning plus flex time according to Community Centre events)	

POSITION SUMMARY:

The Custodian is responsible for the performance of routine custodial duties at the Township offices, the Community Centre, Public Works Building and any Municipal Buildings.

Major Duties and Responsibilities:

Township office & Council Chambers:

- Sweeps and mops all hard-surfaced floors, weekly or as required.
- Vacuums all carpeted floor areas weekly and shampoos semi-annually.
- Dusts and cleans office furniture and counter-tops and waters plants.
- Cleans washroom areas, including sinks and toilets.
- Bags all trash and transports to the landfill site for disposal/recycling, as appropriate.
- Washes windows monthly.
- Cleans exterior doors, as required.
- Sweep floors and tidies up.
- Painting walls and maintenance as required.
- Sets up Council Chambers for Council Meetings.
- Other duties as assigned

Community Center:

- Inspects for general cleanliness.
- Sweeps and mops all hard-surfaced floors, as required.
- Vacuums all carpeted areas as required.
- Bags all trash and transports to the landfill site for disposal/recycling, as appropriate.
- Cleans washrooms in community center and in rink washrooms. (excluding winter season in rink washrooms)
- Washes windows monthly as required
- Cleans exterior doors as required.

- Manages outside sign board.
- Manages sound system at the community center. Manages all rentals
- Sweep/shovel outside and pick up garbage/cigarette butts
- Sets up/take down tables and chairs for various functions as required.
- Strips/waxes all floors at both the community center and the township offices twice annually.
- Maintenance duties such as replacing light bulbs, building shelves, painting rink boards, etc. as required.
- Ability to use and maintain power equipment and hand tools; buffers, floor scrubbers, high pressure washers, brooms, mops and squeegees for cleaning and general maintenance.
- Equipment operation and management of all job-related equipment (i.e. refrigerators, stoves).
- Lock and unlock assigned buildings, secure building when facilities are not in use. Checking for unlocked doors & windows, report any unauthorized occupants, turn off lights.
- Launder dish cloths, clean blinds and cleaning rags.
- Painting walls as required.
- Take classes as required in cleaning methods and techniques, new products, First-Aid, CPR and working relationships.
- Clean the breezeway and rink surface areas.
- Keep an inventory of all items belonging to the community center and check the
- Other duties as assigned

Education/Experience/Skills:

Minimum Grade 12 and/or an acceptable combination of education and related experience. (Grade 10 with over 1 year of experience in Custodial Work)

- Physically fit as evidenced by a pre-employment medical.
- Demonstrated ability to perform the work associated with custodial duties.
- Valid Driver's License/good driving record.

Independence of Action (Judgement):

The job requires the application of established methods and procedures; may involve a choice of methods.

Mental Effort:

Concentration of a short/occasional nature required when responding to enquiries and discussing rental arrangements at the Community Centre.

Physical Effort:

Medium physical effort involved for periods of time up to and including one hour, in the performance of custodial duties.

Dexterity:

Coordination of coarse movements where speed is a minor consideration.

Accountability:

Accountable for the day-to-day cleaning and maintenance at various municipal buildings. Actions could result in a minor loss of time and resources.

Safety of Others:

Some degree of care is required to prevent injury or harm to others.

Supervision:

Supervisory responsibilities are not part of the job requirements.

Contacts:

Primary contacts are with fellow employees and occasionally facility users. Contacts are for maintaining working relationships and to explain, exchange data and information.

Working Conditions:

Regular exposure minor conditions of dust, dirt, abrasive chemicals and fumes etc.