

THE TOWNSHIP OF TARBUTT JOB DESCRIPTION

POSITION: Cleaner/Custodian
DATE PRESENTED: September 2024

REPORTS TO: CAO/Clerk
DATE APPROVED: September 2024

POSITION SUMMARY:

To perform cleaning and light maintenance of the Township Office, MacLennan Hall, Fire Hall and Roads Garage outside of regular hours of operation. The Custodian is responsible to clean, sanitize and maintain all sites to ensure a clean and safe operating condition and to make minor repairs as required.

DUTIES AND RESPONSIBILITIES:

- To maintain the cleanliness and sanitization of all areas within office spaces, including washrooms, kitchens, floors, meeting spaces, inside and outside entrances, windows, and surfaces.
- Wash floors, vacuum carpets, wash windows and walls, dust chairs and surfaces
- Sanitize telephones, keyboards, counters, equipment surfaces.
- Separate recycling from waste in appropriate containers to be taken to the landfill
- Report any mechanical or electrical deficiencies, or unsafe conditions or hazards immediately.
- Provide requests for materials and cleaning supplies to Administration staff.
- Take inventory of kitchen appliances, supplies, towels, dishes, cutlery twice/year.
- Change light bulbs and perform minor maintenance duties as required
- Communicate all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Demonstrate high standards of ethical behaviour
- Perform other duties as requested by Clerk or Deputy Clerk
- Ensure furniture is left in same formation as it was prior to cleaning.

Refer to Custodian Checklist for specific items at each location.

EQUIPMENT USED:

- Commercial vacuum
- Industrial floor polisher/buffer
- Steam cleaner (rented)
- Brooms, Mop and pail, dust mops
- Ladder
- Various hand tools and cleaning appliances
- May be exposed to corrosive and abrasive products or materials.

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EFFECTIVE WORKING RELATIONSHIPS:

- Working with the office staff to ensure all facilities are clean and safe for staff and public use.
- Reporting any potential safety hazards or irregularities to the Clerk immediately.
- Ensure that equipment, materials and supplies needed to perform the work are in place.
- Demonstrate respect for employees, their workspaces, and individuals whose personal information may be found in the work place.
- Ability to work independently and collaboratively as a member of a team.

QUALIFICATIONS:

- High School Diploma
- Minimum two years' experience cleaning in a commercial environment
- Physically fit and capable of performing the duties listed herein including lifting, climbing, pushing, reaching overhead, etc.
- Self-directed and able to ensure all work is completed within a limited time frame.
- Exceptional cleaning skills, attention to detail, and knowledge of product materials and cleaning products.
- Ability to work independently, be self directed and self motivated.
- Knowledge of Occupational Health and Safety policies, risks, hazard recognition.
- Ability to work with the public, contractors, and other staff members.
- WHMIS and First Aid/CPR certification will be required.
- Ability to exercise sound judgement, reasoning and analytical skills.
- Demonstrated confidentiality and protection of privacy requirements.

Hours

Municipal Office and Roads Garage: Work to be completed after office hours, evenings and weekends every second week.

MacLennan Hall: Hours will vary according to scheduled events. Weekly bookings will necessitate cleaning on Monday, unless otherwise notified.

Cleaning and touch ups are to take place before and after each rental. A schedule of hall bookings will be provided, and the Custodian should contact the Township Office weekly to be advised of any updates or changes, and to request any necessary or special supplies or equipment is in place. Attention should be paid to the type of event being held to determine the extent of cleaning. Some events may require extra attention to detail. Waste and recycling is to be collected and taken to the landfill each week.

Fire Hall: Cleaning of offices, meeting space and kitchen areas required once a month.