

## **PART TIME/CASUAL CUSTODIAN**

The position of Custodian is a part-time/casual position. The Custodian reports directly to the Clerk Treasurer/Chief Administrative Officer.

### **General**

To be responsible for performing custodial duties, customer service, minor maintenance, and other miscellaneous duties to ensure the Louis Millet Community Complex (LMCC) is a clean, efficient, healthy, and safe multi-purpose facility.

To be responsible for the cleaning and maintenance of the LMCC, in particular, the following areas:

- Exterior Entrances and Sidewalks
- Fitness Room
- Gymnasium
- Hallways
- Kitchen
- Meeting & Multi-Purpose Rooms
- Village Offices
- Washrooms

### **Specific**

#### **1. Regular cleaning and maintenance shall consist of, but not be limited to, the following:**

- buff floors
- check for faulty light bulbs and replace as necessary;
- clean tables;
- dust;
- empty compost, garbage, and recycling bins and dispose of contents as appropriate;
- ensure work area is odor-free;
- mop floors;
- rearrange tables and chairs;
- remove gum from underside of tables and chairs;
- remove posters from painted surfaces;
- Setup and clean facilities and rooms, including physical and technical setups as directed;
- sweep and/or vacuum floors.

#### **2. Routine cleaning and maintenance shall consist of, but not be limited to, the following:**

- clean dust fan covers;
- clean light fixtures;
- crack filling and painting;

- dust and clean window ledges and windows;
- wash equipment, furniture, windows, walls, railings;
- wax and polish floors;
- provide minor maintenance and repair work as appropriate;
- troubleshoot problems and issues.

**3. Other duties shall include, but not be limited to, the following:**

- arrange setups for rooms, physical and technical setups, and snow removal;
- assist in cleaning of storage area(s);
- maintain heating and cooling system for the facility, under the supervision of the Lead Custodian;
- provide building security;
- provide excellent customer service skills to building users and visitors;
- remove snow from entryways and sidewalks and salt as necessary;
- requisition and re-stock supplies.

**4. Physical Requirements**

The position requires the following physical requirements as occupational requirements:

- ability to work in a variety of environments, including a civic centre, classrooms, gymnasium, offices, multi-purpose areas, outside/exterior areas, showers, and washrooms.
- bending, climbing, kneeling, moderate to heavy lifting, stretching;
- maintenance and operation of various pieces of equipment requiring a range of motion and strength.

**5. Reports & Miscellaneous**

Comply with all Village policies, guidelines, and best practices. To complete and submit periodic reports as directed and carry out other duties or objectives as assigned by the Clerk Treasurer/Chief Administrative Officer.