

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.