

TENDER

The Town of Springside is currently accepting TENDERS for the provision of Caretaking Services at the Springside Centennial Hall located at 217 Railway Avenue, Springside, Saskatchewan. The Springside Centennial Hall is a facility with a capacity of 160 people which houses a kitchen, three (3) bathrooms, bar, coat check, and chair storage. Primary it is rented for bingo, pancake breakfasts, fundraisers, tradeshow, weddings, funerals, family reunions, etc.

General Accountability:

- Under the general direction of the Town Administrator, the Caretaker is responsible for caretaking duties at the Springside Centennial Hall located at 217 Railway Avenue, Springside, Saskatchewan. The successful applicant is responsible for ensuring that the cleaning and maintenance of the Springside Centennial Hall is performed in an efficient and effective manner.
- Initially and on an annual basis, the caretaker will perform a complete clean up of the hall including the bathrooms, kitchen, chair storage area, coat check area, bar area, cleaning supply storage room, fridges, freezers, cupboards, ovens, stove tops, rugs, walls and floors.
- Following each function the caretaker will inspect the facility. If any cleaning tasks are not completed by the renter, those will be the caretaker's responsibility, and he/she/they will advise the Town Office of the required time to rectify the state of the facility.
- The successful applicant must ensure that they are aware of upcoming rentals to schedule required cleaning prior to and immediately after each event.
- All cleaning supplies, garbage bags and cleaning equipment will be supplied by the Town of Springside.

Qualifications:

- Grade 12 Diploma

Experience:

- Previous caretaking experience would be an asset, and preference will be given to those with previous professional caretaking experience

Key Skills & Abilities:

- Knowledge of cleaning routines and cleaning products

- Ability to work with others in a team environment including volunteers, renters and the public
- Willing and able to work on weekends and holidays as required
- Ability to conduct business in a professional matter with good communication and public relations skills
- Ability to maintain confidentiality

Duties and Responsibilities:

- Clean, wash and sanitize all areas of the hall as required
- Clean, wash and sanitize furniture and equipment as required
- Empty garbage cans and recycling
- Wash windows and doors
- Replenish toilet paper, hand towels, soap, etc. as required
- Liaise with renters to ensure the Town's rental requirements are met
- Act as emergency contact during the rental period
- Inspection before and after each function to recommend/advise regarding any concerns and the return of damage deposit
- Notify the Town Administrator of additional maintenance and/or repairs that may be required.
- Snow removal as required during the rental period. Town Staff will be responsible for regular snow removal.

Remuneration

- Please provide tender in hourly rate.

TENDER INFORMATION

- Tenders will be accepted at the Springside Town Office (18 Main Street, Springside, SK) and should include remuneration expectations.
- Tenders may be delivered to the town office:
 - In person
 - Via email: springside@sasktel.net
 - Via fax: 306-792-2210
- Tender Deadline is Monday, November 18, 2024 at 4:00 pm
- For more information, please contact the Town Administrator, Kathy Novak 306-792-2022
- We appreciate all those who provide tenders and advise that only those selected for further consideration will be contacted. Lowest or any tender may not be accepted.