



## THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA JOB DESCRIPTION – MUNICIPAL/HALL CARETAKER

POSITION: casual part-time

REPORTING RELATIONSHIP Reports to the Clerk on a regular basis including via the submission of time sheets and monthly cleaning schedule reports.

### PURPOSE OF POSITION

1. The purpose of the position is to provide a consistent cleaning of and light maintenance within the municipal community centre and surrounding grounds so that the facility is available for use/rental on a daily basis.
2. The Caretaker will also provide cleaning services within the Municipal Office and Library and garage washroom on a weekly basis.
3. The Caretaker will further be requested to set up and/or tear down for municipal events from time to time.

### RESPONSIBILITIES

1. To contact office staff to determine rental dates and times to ensure that the facility is clean and available for use as needed.
2. To conduct themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
3. To actively participate in identifying potential and actual hazards, and taking steps to eliminate or minimize them and to work towards completing this hazard identification in conjunction with the health and safety rep and supervisors.
4. Operate vacuum cleaner and shop vac to remove scraps, dirt, heavy debris and other refuse.
5. Wash windows, interior walls and dust ceilings in the community centre as well as the municipal office and library as required.
6. Empty trash cans and other waste and recycling containers within and directly outside of the community hall.
7. Sweep and mop floors and steps as required.
8. Keep grounds and entranceways debris and garbage free (including cigarette butts). After a major event the caretaker must arrange for garbage to be taken to the disposal sites or to be stored safely and outside the building until the next collection day.
9. Any hall items found outside are to be returned.
10. Clean and disinfect washrooms and fixtures ensuring that all paper and soap products are replaced as required including the new “family” washroom and shower and the washroom in the municipal garage.

11. Report the need for repairs to heating, cooling, ventilating, plumbing and electrical systems to the Clerk to arrange for contact of tradespersons for repairs;
12. Perform other routine maintenance jobs such as spot painting and other minor repair;
13. Move/stack chairs, tables and other furniture, equipment and supplies in order to clean properly and effectively.
14. Ensure that security and safety measures are in place in the facility.
15. May perform minor maintenance if in possession of the necessary knowledge, skills and tools.
16. May hire and supervise other workers for major cleaning.

#### SPECIFIC DUTIES

17. Washrooms are to be checked weekly and thoroughly cleaned at least twice a month (when no hall rentals), and more frequently as needed.
18. The garage washroom cleaned at least once a month (due to more infrequent use.)
19. The kitchen is to be checked weekly and cleaned at least once a month, and more frequently as needed. This includes but is not limited to:
  - washing all dishes left out and replacing them to cupboards;
  - clearing and washing the countertop storing all equipment and dishes within the cupboards;
  - emptying and cleaning the garbage and recycling receptacles providing clean bags;
  - emptying and cleaning the refrigerator, micro-wave and stove/oven as needed.
  - Coffeepots are to be kept stain free.
20. Wash tables after each use and dry prior to stacking.
21. Keep the furnace room and maintenance cupboards organized. All materials are to be stored in an orderly manner away from the furnace, the electrical panels and the doors.
22. The following items shall be cleaned at least semi-annually and more frequently as needed. Annual cleaning should include:
  - windows and window screens removed and cleaned, inside and out;
  - fans and blades cleaned and checked to ensure they are secure;
  - washroom stalls and washroom walls wiped with cleanser;
  - all chair seats, backs and legs thoroughly cleaned;
  - air exchangers and filters following the manual instructions;
  - outside walls of building with pressure washer to remove cobwebs and debris;
  - refrigerators to be defrosted and thoroughly cleaned;
  - ovens to be cleaned;
  - light fixtures removed and cleaned;
  - hall walls and ceiling washed;
  - office and library windows inside and out;
  - floor mats to be washed;
  - library carpets to be steam cleaned.
23. Report all safety issues or dangerous situations immediately.

- Chairs that are worn, damaged or no longer sturdy;
  - Tables that are no longer sturdy or have severe damage;
  - Replace any bulbs that are burned out;
  - Notify staff of outside lights that are burned out for maintenance staff to change;
  - Report expired Exit sign lights to office staff;
  - Lifted tiles, falling ceiling tiles.
24. Scan for evidence of rodent/pest infestation. Notify staff if evidence found. Keeping the kitchen clean and free from garbage will help.
  25. Clean off and wash the tops of kitchen cupboards periodically. The contents of specifically identified cupboards belong to various user groups including the CWL and the Long Term Care Centre and will be cleaned by them.
  26. Take inventory of cleaning and paper supplies and place orders through the office.
  27. Launder the dishtowels and dishcloths after use.

#### WORKING CONDITIONS

1. Most work is completed indoors although infrequent exterior work is required.
2. Position is subject to physical fatigue due to strenuous activity.
3. Work is performed with a high degree of independent activity and occasional supervision of subordinates (normally one) who you must work alongside.
4. Must be a self-starter.
5. Under regular hall use, duties are generally completed in about 10-12 hours per month. When there are more frequent events or a major event, cleaning will obviously take longer and/or be more frequent.
6. Must be available to clean on a regular basis as per hall rental schedule ensuring that the facility is available when required.
7. Must be available to clean the facility within 24 hours of hall rental of a half day or longer. The hall must be cleaned within 24 hours of use.

#### KNOWLEDGE AND SKILLS

1. Must have basic knowledge of safe use of cleaning products and practices.
2. Must have a grade 10 education or equivalent.
3. Must be able to read and write English to be able to read WHMIS documents and product labels.
4. Must be willing to complete WHMIS (workplace hazardous materials information system) training (to be provided by the municipality)
5. Must be able to follow oral and written directions to carry out policies of the Municipality.
6. Must meet the physical, mental and environmental demands of the job.