



Job Description

JOB TITLE : Custodial Services Attendant
(Contract Employee)

DEPARTMENT: Development and Operations

SUPERVISOR'S TITLE: Supervisor, Buildings and Facilities

SUPERVISES: DIRECTLY: None
INDIRECTLY: None

JOB DESCRIPTION DATE: August 2020

POSITION SUMMARY

Responsible for ensuring a clean office and building environment at assigned facilities of the Town of Shelburne. Provides all general office cleaning, sanitizing, collection of recycling waste and green bins at Town Hall, Grace Tipling Concert Hall, Operations Centre and other municipal facilities as assigned. Responsible to assist with general building maintenance and winter control snow removal for Town Hall and other municipal facilities as assigned. Set up at Grace Tipling Concert Hall or lobby areas for rentals as scheduled or other municipal facilities as required.

DUTIES AND RESPONSIBILITIES

- a) Washroom cleaning and disinfecting of toilets and urinals, sinks, mirror and other washroom fixtures; washing of floors; restocking of soap and paper towels using established practices and procedure
- b) Collection of recycling, garbage and green bin; placement of each at appropriate bins for weekly or scheduled pick up.
- c) Vacuum carpeted areas and window sills.
- d) Wash/Mop floors in designated areas.
- e) Move or relocate office chairs, small furniture or supplies as required.
- f) Lock office and exterior doors as required.
- g) Perform general cleaning and dusting of office areas and use a ladder where required.

- h) general building and entrance winter control snow removal and maintenance for Town Hall
- i) assist with set up at Grace Tipling Hall or lobby areas for rentals as scheduled.
- j) Other duties as assigned by the Supervisor or designate.

QUALIFICATIONS AND EXPERIENCE

- Minimum of one year custodial related in an office environment
- Ability to operate basic custodial equipment not limited to vacuums, floor scrubbers, and carpet cleaners.
- Ability to fuel and operate a walk behind snow blower and small hand-operated tools
- Experience working safely with chemicals
- Hold or intention to acquire valid First Aid and CPR certificates
- Class G driver's license in good standing
- Clear police background check
- WHMIS training or obtained within 3 months of hiring
- Completion of Grade 12 or equivalent
- Excellent interpersonal skills and ability to coordinate safe entrance, safety of work in town facilities and exit of additional contract workers in town facilities for scheduled maintenance.
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature and to maintain confidentiality

SKILLS

- Ability to work with minimal supervision
- Good organization and task scheduling skills
- Good customer service and communication skills
- Knowledge of health and safety requirements

Working Conditions:

- Normal working hours are 35 hours per week based on flexible work week from Monday to Friday between 7:30 am to 3:30 pm.
- Physical demands require moderate standing walking, climbing, pulling and lifting of equipment or products as required.

- Working conditions can include an outdoor environment with exposure to inclement weather
- Working conditions may include handling of cleaning chemicals and exposure to chemical cleaning products, cleanup of product(s) with odours or unpleasant smells and noise.
- Ability to work evenings, weekends and statutory holidays as required for emergencies and as scheduled for regular work and duties.
- Ability to work overtime as assigned
- This contract position is Grade 3. The 2020 hourly rate is \$15.70 to \$17.84 (under review)