

CUSTODIAN/ MAINTENANCE JOB DESCRIPTION

Note:

- **The Custodian must provide all cleaning supplies, tools, and equipment (with the exception of the existing equipment currently on site and provided by municipality) and with the exception of paper products (i.e. paper towels, toilet paper for dispensers) and soap for dispensers which will be supplied by the Municipality.**
- **From time to time, the CAO/ Clerk-Treasurer may assign other duties.**

All Buildings

- Annually (Spring)
 - All walls must be washed.
 - All windows must be cleaned inside and out.
 - A true full “spring cleaning” must take place.
- Maintenance (As required)
 - Minor maintenance as required such as changing lightbulbs, fixing toilets and minor drywall repairs, touch-up painting, etc. (Employer will pay for required materials/parts)
 - Any major repair requiring electrical, plumbing, or a carpenter should *not* be attempted. Advise main office of a problem and arrangements will be made to repair.

Locations:

Municipal Office - Must be cleaned twice per week with exception of July & August which will require cleaning three times per week

- Emptying and cleaning of all waste baskets as well as paper shredder and proper disposal of garbage.
- Dusting, cleaning and vacuuming of main office. (Chairs, floors, cabinets, desks, computers and printers, artwork, any other furniture/ equipment, door knobs, switches and outlets.)
- Dusting, cleaning and vacuuming of main floor lobby and hall (Chairs, floors, door knobs, switches and outlets.)
- Dusting, cleaning and vacuuming of council chambers. (Chairs, tables, artwork, any other furniture/ equipment, door knobs, switches, and outlets.)
- Dusting, cleaning, and vacuuming of committee room. (Chairs, tables, artwork, any other furniture/ equipment, door knobs, switches, and outlets.)
- Cleaning and disinfecting of all washrooms including washbasins, cabinets, mirrors, toilets and replenishing supplies as needed.

- Shake out any floor mats
- Sweeping of all tiled floors (including corridors, hallways, entrances, offices, bathrooms and kitchen).
- Scrubbing of all tiled floors as required
- Spot cleaning of all walls and baseboards when necessary.
- Furnace room and storage areas must be maintained in a clean and orderly manner.
- When the building is not being heated and when high humidity occurs the de-humidifier must be operated and emptied regularly to eliminate moisture in the lower portion of the municipal building.
- Main Entrances (2) – Glass must be cleaned inside and out.
- When necessary:
 - Sweep down cobwebs inside and outside of the municipal office building.
 - Clean windows both inside and outside.
 - Remove any debris on sidewalks, keeping walkways clear.

Community Hall – Must be cleaned daily as required based on scheduled events.

- A checklist outlining required cleaning and maintenance will be developed, dated and signed after every cleaning. (to be provided by office and posted in the hall)
- Community Hall **must** be cleaned the next morning after each event.
- A schedule of events for the community hall will be provided on a weekly basis by the Municipal Office. The hall is to be kept clean for the events that are paying rent. Groups who use the hall free of charge are to make sure the hall is kept clean. The Custodian will be advised of groups that qualify.

Daily

- Daily building check to ensure working water, (kitchen, washrooms, bar, etc.), Record this check in writing, date, time and signature required.
- Throughout the winter snow and ice will be removed from all entrances on weekends as required. De-icer will be applied following snow and ice removal. Public Works will take care of this through the week (Monday through Friday, regular working hours)
- All waste and garbage receptacles will be emptied and the garbage disposed of in the bins provided outside the facility after each event.
- All floor areas will be swept and mopped after each event.
- Main level of community hall must be dusted ie. Items on stage area; window sills, lights
- Toilets, urinals, hand basins, stalls, mirrors, cabinets and washroom floors will be thoroughly cleaned and disinfected.
- All washroom products must be replenished as necessary (soap and paper products etc.)
- Ensure bar area is clean, (wipe down counters, sinks, cupboards, wipe inside fridge/freezer if applicable.)
- Ensure kitchen area is clean, (wipe down counters, cupboards, do dishes.)

- Clean kitchen appliances, (oven, refrigerator, stove, microwave etc.) after each event that has utilized the facility.
- Kitchen inventory is to be counted after every event, using a provided initial list.
- All dirty and/or wet tea towels and dishcloths will be laundered and returned to the premises ready for the next scheduled event.
- All debris must be removed from basement after each event, and the entire basement area must be dusted where applicable.
- All chairs and tables must be dusted and or wiped down and put away after each event, ensuring they are clean and free of any stains.
- Main entrance and side entrance doors/ glass to be cleaned inside and out.

Periodically

- Check elevator once weekly, sign and date form.
- All window sills, ledges and stair railings will be dusted and wiped as needed.
- All out of reach ledges and other horizontal areas will be dusted semi-annually.
- All windows (inside and outside) will be cleaned as needed or at a minimum semi-annually.
- Kitchen appliances will be thoroughly cleaned semi-annually and as required.
- Kitchen cupboards (inside) will be cleaned as needed or at a minimum semi-annually.
- Annual general housekeeping, including washing walls as required in the Spring of each year.
- Cupboards will be labeled properly and checked to ensure items are in proper location.
- Cigarette dispensers to be emptied on a regular basis.

Preparation for Scheduled Events

- The building heated to a suitable temperature
- The washrooms will be checked and replenished with appropriate soap and paper products.

Harbour Centre - Seasonal (May 1st – October 31st), must be checked daily. During July and August must be cleaned *daily*.

- Public washrooms are to be thoroughly cleaned and disinfected (this includes toilets, urinals, hand basins, mirrors, cabinets and washroom floors). All necessary products must be replenished when applicable (soap and paper products etc.)

Medical Centre (Basement, including all offices, common rooms and mechanical room) – **Daily**

- All waste and garbage receptacles will be emptied and the garbage disposed of properly daily.
- Washrooms are to be thoroughly cleaned and disinfected (this includes toilets, urinals, hand basins, mirrors, cabinets, shower and washroom floors.) All necessary products must be replenished when applicable (soap and paper products etc.)

Twice Weekly:

- All hard surface areas are to be dusted and vacuumed.
- Floors must be swept and mopped.
- Carpets must be vacuumed.
- All counters and surfaces must be washed when necessary.
- Seniors Centre kitchen to be cleaned if required.
- Seniors Centre – everything to be dusted and cleaned.

Public Washrooms – 61 Meredith St. - **Must be cleaned *daily***

Public washrooms are to be thoroughly cleaned and disinfected (this includes toilets, urinals, hand basins, mirrors, cabinets and washroom floors). All necessary products must be replenished when applicable (soap and paper products etc.)