



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

CUSTODIAN TEMPORARY, PART TIME – 6 MONTH CONTRACT

The Township of Centre Wellington's Community Services Department is seeking an experienced individual with excellent custodial and customer service skills to fill a temporary, part time position as a Custodian. Reporting to the Supervisor of Facility Operations, the Custodian provides custodial services to designated Township facilities and is responsible for keeping buildings and grounds in a clean and orderly condition.

The Custodian will be scheduled to work up to four (4) hours per day, Monday through Sunday, up to 2 - 3 shifts per week and shifts will be scheduled 7 days per week from 7:00 a.m. to 12:00 p.m. (5 hours).

Major Duties & Responsibilities:

- Carry out cleaning tasks in designated facilities.
- Dust, vacuum, sweep, mop, clean ceiling vents and washroom cleaning.
- Sort and remove all garbage and recycled materials.
- Stock and maintain supplies in washroom facilities.
- Perform and document routine cleaning tasks and maintenance activities.
- Carry out heavy cleaning tasks and special projects as requested by the supervisor or designate.
- Stock and maintain supply rooms.
- Respond to emergency clean ups and spills.
- Ensure that all duties and responsibilities are performed in a professional and competent manner.
- May require some light snow removal and salting of walkways during the winter season.
- Provide quality customer service and public relations.
- Notify supervisor or designate of occurring deficiencies or needs for repair and when supply stocks are low.
- Performs other duties as assigned.

Minimum Qualifications:

- Secondary School Diploma or equivalent.
- Minimum of three (3) to six (6) months experience in the use of cleaning equipment/cleaning products in a facility custodial environment.
- An equivalent combination of education and experience may be considered.
- Must hold a valid Class "G" Driver's License and maintain a clean driver's abstract.
- Must be able to perform physical repetitive work (e.g. lifting, bending, climbing ladders, pushing and pulling with moderate exertion).
- Must possess good team skills and have a focus on quality customer service.
- Ability to deal with internal and external contacts in a courteous and efficient manner.
- Must be able to work with minimal supervision.
- Excellent communication skills both verbal and written
- Ability to work positively and in cooperation with other team members.
- Knowledge of cleaning chemicals and supplies.
- Familiarity with MSDS sheets and current WHMIS training.
- Knowledge of the *Occupational Health and Safety Act*.

Rate(s) of Pay: \$16.16 (2022 rate)

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora ON N0B 1S0
via email: careers@centrewellington.ca

Deadline to Apply: Thursday, September 1, 2022, at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.