

NOTICE TO ALL FULL-TIME EMPLOYEES
OF THE TOWNSHIP OF FARADAY

THAT ARE MEMBERS OF

THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 793

JOB OPENING

JOB DESCRIPTION: PART-TIME CUSTODIAN

DUTIES: SEE SHEET ATTACHED

QUALIFICATIONS: VALID ONTARIO CLASS G DRIVERS LICENCE
OR GREATER AND ACCEPTABLE DRIVING
RECORD

WILLINGNESS TO WORK, WEEKENDS,
HOLIDAYS AND IN EMERGENCY SITUATIONS
AS REQUIRED. A 'TEAM PLAYER' WITH CO-
OPERATIVE AND ENERGETIC ATTITUDE IS
PREFERRED

SKILLS REQUIRED FOR NORMAL
MAINTENANCE AND REPAIRS ON BUILDING
AND CONTENTS

GRADE 12 EDUCATIONAL QUALIFICATIONS
OR EQUIVALENT AS WELL AS GOOD PHYSICAL
CONDITON REQUIRED FOR MANUAL /
LABOUR DUTIES

ABILITY TO WORK WITH A MINIMUM OF
SUPERVISION

ABILITY TO ENDURE LABORIOUS TASKS FOR
LONG PERIODS OF TIME

SUCCESSFUL APPLICANT MUST BE
ACCESSIBLE BY PHONE OR OTHER SIMILAR
FORM OF COMMUNICATIONS AS EMPLOYEE
WILL BE REQUIRED TO BE AVAILABLE FOR
UNSCHEDULED BOOKINGS ETC.

HOURS OF WORK: AVERAGE OF 72 HOURS PER MONTH
(DEPENDING ON BOOKINGS AT COMMUNITY
CENTRE)

SALARY RATE: STARTING AT \$20.96

IF YOU ARE INTERESTED IN FILLING THIS POSITION, PLEASE MAKE
APPLICATION FOR THE POSITION WITH THE CLERK-TREASURER BY 1:00 P.M.
ON MAY 2, 2024. PLEASE DIRECT ALL INQUIRIES TO THE
CLERK AT THE MUNICIPAL OFFICE.

Job Title: Township of Faraday Custodian

Reports To: Clerk-Treasurer

Purpose of Job: Regular cleaning and maintenance (Building contents and grounds) of the Township of Faraday Community Centre and Township of Faraday Municipal Office.

Duties at Community Centre:

Regular Maintenance:

- NEXT DAY after each rental, a complete sweeping, and as needed, washing and waxing of all floors. Inspects hall to ensure everything is left in good repair.
- NEXT DAY keeps all sinks and toilets clean, kitchen counters, stove, fridge, dishwasher and glass doors spotless.
- WEEKLY take all garbage and recycling to landfill on Monck Road
- Food Carts and Garbage Cans cleaned regularly
- Vacuum stage and entrance mats
- Keep dishcloths, tea towels and cleaning rags washed
- Make sure all exit lights and emergency lights are working
- Vacuums out windows when necessary (insects gather)
- Check outside ground lights
- Keep spot lights and all florescent lights working
- Keep grounds clean of litter and grass cutting to be discussed
- Keep all doors free of snow in winter
- Keep all Fire Extinguishers checked and notify the Clerk when in need of filling and replacement
- Take water sample every 3 months and deliver the same to the municipal office for shipment to SGS Lakefield Research Testing
- Check Well every 3 months to make sure the well tile lid is secure
- Keep the Clerk informed of repairs and/or replacement of tables, chairs etc.
- Notify the Clerk when supplies are needed (i.e. Toilet Paper, Paper Towels, Wax, Soaps, etc.)
- Refer all inquiries and bookings to the Township Office
- Checks with the Township Office on a regular basis to get updates on bookings
- Performs any other duties as required

Spring and Fall:

- Maintenance of all windows, drapes, walls and cupboards
- Takes inventory of all contents
- Check Generator (i.e. fuel level and make arrangements with Clerk to have regular service performed)
- Check Air Conditioning Units (change furnace filters every 2 to 3 months)

Duties at Municipal Office:

Regular Maintenance:

- WEEKLY – Vacuum entrance mats
- WEEKLY – Dust all desks and furniture
- WEEKLY – Keep all sinks and toilets clean, kitchen counters and glass doors spotless
- WEEKLY – Wet Mops/Cleans all floor areas
- WEEKLY – take garbage and recycling to landfill on Monck Road
- BI-WEEKLY – Checks to make sure DO NOT DRINK WATER Signs are still posted
- Every 3 months takes water sample and leaves with the Clerk for shipment to SGC Lakefield for Testing
- Checks the Well every 3 months to make sure the well tile lid is secure
- Make sure all exit lights and emergency lights are working
- Keep spot lights and all florescent lights working
- Keep grounds clean of litter and grass cutting to be discussed
- Keep all doors free of snow in winter
- Keep all Fire Extinguishers checked and notify the Clerk when in need of filling and replacement
- Notify the Clerk when supplies are needed (i.e. Toilet Paper, Paper Towels, Soap, etc.)
- Performs any other duties as required

Spring and Fall:

- Maintenance of all windows and eaves troughs
- Checks Air Conditioning Unit and notifies Clerk of any needed repairs or problems

Knowledge or Skill:

- Have the ability to work alone without supervisor and be able to make decision

Working Conditions:

- Dangers: Climbing ladders to change lights and cleaning, as well as piling tables and chairs

Hours of Work:

- No regular set hours, usually cleans the office on a weekly basis (over the weekend) and the Community Centre after each function

Working Relationship:

- With Clerk – reports any problems or damage, submits hours of work once monthly with statement regarding functions, files monthly reports
- With Public - provides information on Community Centre and has good public relations with the parties using the Community Centre

Impact of Errors:

- Could result in the loss of bookings at the Community Centre and unfavorable public relations

Controls:

- Subject to Clerk's direction