

Custodial/Property Maintenance Position Detailed Job Description

Washrooms

- All washrooms are to be thoroughly cleaned and disinfected daily.
- Collect garbage and replace garbage bags. Receptacles are to be cleaned regularly.
- Wipe down outside of toilets, seats and flush handles.
- Disinfect and brush toilet bowl and wipe the rim of toilet bowl.
- Wipe down the sinks and counters.
- Clean around taps and faucets to prevent buildup of dirt and soap scum.
- Clean mirrors.
- Disinfect and wipe all touch points (door handles, light switches, etc.).
- The stalls and doors of the Community Centre washrooms are to be wiped down monthly, or more often if required.
- Sweep and mop washroom floors.
- Wash baseboard and trim monthly.

Community Centre

- Check the Community Centre Calendar for scheduling to ensure knowledge of all events.
- The Community Centre is to be checked and cleaned after every rental event.
- Regular cleaning is to be done three times a week or more frequently if necessary.
- Collect garbage and replace garbage bags.
- Tables and chairs to be put set up or put away in storage area as required.
- Sweep and mop floor a minimum of once a week and more frequently when required.
- Strip, wash, polish and buff floors semi-annually.
- Sweep and mop entrance.
- Clean the glass entrance doors. Wipe and disinfect door handles.
- Wipe and disinfect touch points (light switches, thermostats, door handles etc.).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim monthly.

Community Centre Kitchen, Storage Room & Washroom

- Cleaned after every use.
- Empty all garbage cans and replace bags. Wash and disinfect garbage cans regularly.
- Clean and disinfect all counters and sinks.
- Clean and disinfect refrigerator and cooler, removing any opened and leftover food products.

- Clean stove top and dishwasher after every use. Wipe and disinfect touch points (control knobs, handles, light switches etc.).
- Oven is cleaned quarterly.
- Clean range hood, including filters and remove grease buildup.
- Wipe down outside of toilets, seats and flush handles.
- Disinfect and brush toilet and wipe the rim of toilet bowl.
- Sweep and wash the kitchen, storage room and washroom floors.
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim monthly.

Multi Purpose Room

- Cleaned after every use.
- Keep room organized and uncluttered.
- Sweep and mop floor after use.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim monthly.

Library

- Cleaned twice weekly or more often if needed.
- Empty all garbage cans and replace bags. Wash and disinfect garbage cans regularly.
- Wipe down counters and tables.
- Vacuum floor, under tables and desks.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim and baseboards monthly.

Council Chambers

- Cleaned weekly or more often if needed.
- Empty all garbage cans and replace bags. Wash and disinfect garbage cans regularly.
- Wipe down tables.
- Vacuum floors.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim and baseboards monthly.

Administrative Office & Kitchen/Filing Room

- Cleaned twice weekly or more often if needed.
- Empty all garbage cans and replace bags. Wash and disinfect garbage cans regularly.
- Wipe down counters, tables and desks.
- Sweep and wash floors.
- Strip, wash, polish and buff floors semi-annually.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim and baseboards monthly.
- Vacuum the stairs down to Post Office/Heritage Room.
- Sweep stairway walls and ceilings for dust, cobwebs, bugs etc.

Post Office & Heritage Room Lobby and Public Washroom

- Cleaned daily.
- Pick up any flyers or debris.
- Sweep and wash the floor daily.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.
- Wipe down outside of toilets, seats and flush handles.
- Disinfect and brush toilet bowl and wipe the rim of toilet bowl.
- Wipe down the sinks and counters.
- Clean mirrors.
- Clean glass doors and wipe/disinfect door hardware.

Youth Room and Washrooms

Youth Room and Washrooms are to be cleaned and maintained on a biweekly basis at a minimum standard and more often when the youth room is being used.

- Empty garbage cans and replace bags. Wash and disinfect garbage cans regularly.
- Sweep and wash floors.
- Wipe and disinfect touch points (light switches, window latches, door handles).
- Wipe down outside of toilets, seats and flush handles.
- Disinfect and brush toilet bowl and wipe the rim of toilet bowl.
- Wipe down the sinks and counters.
- Clean mirrors.
- Clean glass doors and wipe/disinfect door hardware.
- Clean windows semi-annually or more often if needed.
- Wash window and door trim and baseboards monthly.
- Sweep down entrance walls, removing dust, cobwebs, bugs, etc.

Maintenance Requirements – Checks, Inspections and Testing

- Collect water sample for testing by Near North Labs on a monthly basis.
- Onsite maintenance and treatment of potable water system. Take corrective action as required.
- Maintain records of maintenance and treatment of potable water system.
- Have or obtain the required certification for potable water testing and treatment. Costs for obtaining certification will be reimbursed by the Township upon successful completion of training.
- Conduct Health and Safety Inspections on a monthly basis and take corrective action where possible. Take corrective action as required.
- Maintain records of Health and Safety Inspections.
- Conduct required safety checks, inspections and testing of all fire safety equipment as per the Township's Fire Safety Plan, and take corrective action as required.
- Maintain record of Fire Safety Plans checks, inspections and testing.
- Maintain Material Safety Data Sheets (MSDS) of all potentially hazardous chemical products, including identification, use of the product, safe storage, handling the product and preventative/emergency measures.

Other Custodial and/or Maintenance Duties

Other custodial and/or maintenance duties may be assigned from time to time by the Director of Operations.