

## **Township of Sioux Narrows - Nestor Falls**

### **Position Description**

<p><i>Position Title</i> Cleaning</p>
<p><i>Hours per week</i> Approximately 5-20 hours per week, more on occasion.</p>
<p><i>Wage</i> \$20.60 to \$22.30 to start, depending on experience/qualifications. Opportunity to participate in pension plan.</p>
<p><i>Purpose</i> Under the direction of the Township, consistently carry out cleaning/maintenance of the Nestor Falls Municipal Office/Library/Fire Hall, Nestor Falls Fitness Centre, Nestor Falls Community Hall (both before and after rentals and supply check weekly), Bass Lake Park Outhouse and other municipal facilities as directed by the Township of Sioux Narrows - Nestor Falls.</p>
<p><i>Work Location</i> Work location for this project will be Nestor Falls, Ontario, with occasional duties at Sioux Narrows, Ontario.</p>
<p><i>Responsibilities</i> Under direction of the Township:</p> <ol style="list-style-type: none"> <li>1. Plan and organize work activities associated with the cleaning/maintenance of municipal facilities. Duties shall be performed both before (facility check, supply refill) and after rentals (deep clean after rental). Rental schedule will be provided by the Municipal office (check regularly with Administrative Assistant). Duties to include mopping hard surface floors, dry/wet dusting all surfaces, tidying/cleaning (including kitchen, stove/oven, fridge(s), toilets, urinals, sinks, walls as necessary, interior windows, etc.), washroom toilet/paper supply replacement, removal of tape/etc. from wall surfaces, garbage receptacle emptying, and other duties as may be requested by Township.</li> <li>2. Once <b>weekly</b>, check and refill, if necessary, all toilet paper, paper towel, soap, etc. supplies in Community Hall.</li> <li>3. Plan and organize work activities associated with the cleaning/maintenance of the Municipal Office/Library, as well as the Fire Hall washroom and office. Work must be performed once <b>weekly</b>, off-hours (when municipal office is closed - you will be provided with a key). Duties to include mopping hard surface floors, vacuuming any carpeted surfaces, dry/wet dusting all surfaces, tidying/cleaning (including coffee room, bathroom, toilets, urinals, sinks, walls as necessary, interior windows, etc.), washroom toilet/paper supply replacement, all garbage receptacle emptying, and other duties as may be requested by Township.</li> <li>4. Plan and organize work activities associated with the cleaning/maintenance of the Nestor Falls Fitness Centre. Cleaning shall be performed once or twice <b>weekly</b> (as needed) Duties to include mopping hard surface floors, dry/wet dusting all surfaces, tidying/cleaning (toilet, urinal, sink, walls as necessary, interior windows, wipe down all exercise equipment, etc.), washroom toilet/paper supply replacement, garbage receptacle emptying and other duties as may be requested by Township.</li> <li>5. Once <b>weekly</b>, clean <i>washroom</i> and <i>Chief's Office</i> in Fire Hall (door access code will be provided to you). Duties to include mopping hard surface floors (washroom &amp; office only - Fire Department maintains large garage area), dry/wet dusting all surfaces, tidying/cleaning (toilet, sink, walls as necessary, interior windows, etc.), washroom toilet/paper supply replacement, garbage receptacle emptying and other duties as may be requested by Township.</li> <li>6. During the open season, check, clean and refill toilet paper on at least twice per week, as well as before and after special events. May require additional cleaning, if required, on an on-call basis.</li> <li>7. Deep cleaning or Spring cleaning of municipal facilities may be required from time to time. Instructions shall be provided by the Township at the time duties are assigned.</li> <li>8. Perform supply inventory and ordering (work with Administrative Assistant regarding suppliers and accounts).</li> <li>9. Cleaning experience preferred.</li> <li>10. Participate in other cleaning related duties as may be assigned by the Township of Sioux Narrows - Nestor Falls.</li> <li>11. WHIMIS, First Aid, Health &amp; Safety and other training duties are required and will be provided by the Township.</li> <li>12. Time sheets must be submitted to the Township semi-monthly, on the 15<sup>th</sup> day and the last day of each month. Pay periods are the 1<sup>st</sup> day to the 15<sup>th</sup> day, and the 16<sup>th</sup> day to the last day of each month. When supply of time-sheets is low, contact the office.</li> </ol>
<p><i>Particulars</i> <b>Must</b> submit letter of application specifying qualifications and experience.</p>