



Position Synopsis and Purpose

Reporting to the Director of Community Services, the Facility Custodian is a member of the Recreation/Facilities Operations Team. The Custodian fulfills general labour duties as required to clean, maintain and keep safe the municipal facilities and equipment.



Responsibilities

Principle Responsibilities:

- Complete maintenance and custodial duties at the Shared Services Centre, designated areas of the Public Works Department, Fire Hall and all other designated municipal facilities as required.
- Perform general repairs or maintenance as required to maintain all municipal facilities.
- Plan for ongoing cleaning needs on a monthly or seasonal basis.
- Service, clean, disinfect and stock restrooms, using hand and power cleaning tools.
- Clean floors by sweeping, mopping, or vacuuming, following procedures for the use of chemical cleaners and power equipment to prevent damage to floors.
- Empty/clean wastebaskets and trash containers and recycling as needed.
- Dust, clean and polish: furniture, walls, machines and equipment; use ladders when required in work assignments.
- Follow instructions regarding the use of chemicals and supplies. Use as directed as per WHMIS and Materials Sheet(s).
- Clean windows, glass, partitions and mirrors, using cleaners, sponges, and window squeegees.
- Maintain inventory of cleaning/paper supplies and keep equipment in good stock and repair.
- Collaborate with the Director of Community Services in the maintenance of kitchen inventories at rental facilities.
- Perform grounds maintenance such as gardening and assisting with snow removal in the winter months as requested.
- Notify Facility Operators about need for repairs or concerns with building condition.
- Set up and tear down for facility rentals
- Other duties and shift work as assigned.

This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications); Experience; Knowledge/Skill/Ability

- Secondary School Graduation or equivalent.
- Previous experience in cleaning, in industrial and commercial environments.
- Ability to problem solve, work independently or as a team member and with minimum supervision.
- Knowledge of relevant Occupational Health and Safety Act requirements.
- Knowledge of practices, tools and equipment used for cleaning.
- Knowledge of cleaning chemicals and supplies.
- Must be physically capable of carrying out the essential duties of the job.
- Maintains a valid Class G license: As a condition of employment, the incumbent must provide a Clean Driver's Abstract



Work Setting

Work Conditions

- Exposure to municipal/community facilities and outdoor events. Exposure to cleaning supplies. Some level of stress when dealing with the public.
- Position is subject to shift work including weekends and evenings.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Facility Custodian
Division	Community Services
Department	Parks and Recreation
Classification	Union
Reports to (Direct)	Director of Community Services
Hours per Week	40
Effective Date	September, 2017
Revision Date	October, 2024