

VILLAGE OF HILTON BEACH
CUSTODIAN

Applications will be received by the undersigned until Sunday, February 6th, 2022, midnight, for the contract position of Custodian for the Village of Hilton Beach.

DUTIES

- The custodian is responsible for all aspects of the daily, weekly and monthly cleaning schedule for the Village Municipal Office, the Waterfront Centre common areas, Community Hall and Mariner's Lounge (seasonal)
- This is a part time position. Minimum 6 hours/week. Schedule is flexible. Some weekends may be required
- Fitness is paramount with the ability to perform all manual labour aspects of the job on a daily basis
- Performs custodial maintenance duties, including dusting, mopping, finishing floors, vacuuming, disinfecting, cleaning and restocking restrooms.
- Snow removal for the Village Municipal Office, the Waterfront Centre (Post Office), Community Hall and Mariner's Lounge (seasonal).
- The duties are detailed in the Job Description which is available on the Village Website at www.hiltonbeach.com or at the Municipal office.

QUALIFICATIONS

- Must be able to perform the duties as set out in the Job Description,
- Must be able to work unsupervised,
- Must be able to provide a satisfactory Police Record Report.

REMUNERATION

- Commensurate with the qualifications and experience of the successful candidate.

Only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Qualified applicants are invited to submit a letter of interest and resume to:
Jillian Hayes, Clerk-Treasurer, Village of Hilton Beach
3100 Bowker Street, P.O. Box 25
Hilton Beach, ON P0R 1G0
705-246-2242
jillian@hiltonbeach.com

CUSTODIAN
JOB DESCRIPTION

POSITION TITLE	CUSTODIAN
REPORTING RELATIONSHIP	Clerk-Treasurer

SCOPE OF POSITION

Responsible and accountable for the daily cleaning and waste removal and snow removal of the Village of Hilton Beach Municipal Office, Waterfront Centre common areas, Mariner's Lounge (seasonal) as described in the job description below:

The ability to work on their feet for a complete shift.

Fitness and the ability to bend, stretch, walk and lift or move things.

The ability to communicate well with others.

Duties and Responsibilities

Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.

Performs routine maintenance to custodial equipment and supplies.

Empties trash and recycling receptacles, disposes trash/recycling into compactors and/or dumpsters, and bags trash for proper disposal.

Unlocks doors, ensuring doors are locked after cleaning areas.

Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.

Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Complete all statutory and recommended health and safety certifications including, but not limited to, WHMIS.

Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project or event requirements.

May provide vendors with access to areas for cleaning and may answer basic questions.
May report issues with vendors to supervisor.

Perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.

Performs miscellaneous job-related duties as assigned.

Work well with the public and co-workers employed at the Post Office Waterfront Centre and Marina.

Coordinate with other Village staff for special events

Inspecting the Community Hall and grounds and cause to have implemented, the repair and maintenance measures required

WORKING CONDITIONS

Work is subject to physical hazard, is carried out in all types of weather conditions and is subject to stress and interruptions

A work schedule is supplied on a daily, weekly, monthly and quarterly basis

A minimum of 6hrs a week is to be expected

Providing information as detailed under weekly reporting

Coordinating for special events

With the Public

Providing excellent customer service; answer public enquiries if approached, for example directions to Marina or Municipal Office, etc.

KNOWLEDGE AND SKILLS

Ability to work independently

Ability to perform the physical aspects of the position

Good communication and public relations skills

Ability and willingness to work as a member of a team

Knowledge of occupational health and safety act and ensure all aspects are being adhered to

First aid, CPR, use of defibrillator

WHMIS course

IMPACT OF ERROR

Errors regarding the mix up of chemicals can be hazardous,

Failure to ensure that safety protocol is followed can lead to injury or loss of life of staff and/or the public

Liability claim against municipality and self