



Part-time Casual Cleaner

Position Description

Title: Part-time Casual Cleaner
Location: Welcome Centre

A Part-time Casual Cleaner may be called in for specific projects, during peak times, special events or in an emergency situation or when there is a shortage of staff.

The position is responsible for all basic cleaning in and around the Welcome Centre office building. The part-time casual cleaner cleans floors, rooms and offices; including dusting, mopping, sweeping, vacuuming, wiping ceiling vents, cleaning windows and frames and all public and staff washrooms. This is a part-time casual position. All cleaning must be done outside of regular office hours.
(8am – 4:30pm)

Reporting and Supervision

The Part-time Casual Cleaner shall report directly to the Treasurer / HR Manager.

Cleaning Duties

Welcome Centre/Municipal Office

Required Daily:

- Clean all upstairs and downstairs washrooms, refilling dispensers as needed.
- Empty waste baskets.
- Clean dishes, coffee pots, pitchers and glasses that have been used for meetings (when required).
- Wipe down reception counters and public computer desks.
- Vacuum
- Disinfect door handles and light switches.

Required Twice Weekly / Once Weekly:

- Dust mop and wet mop upper and lower level and stairways twice weekly.
- Dust or wipe down counters, desks and furniture twice weekly.
- Put out garbage for pick up weekly

Clean glass in main doors twice weekly to keep free from fingerprints etc.

Required Monthly:

- Vacuum and dust Theatre, including hallways, before Council Meetings (usually twice monthly but may vary depending on use).
- Wipe down windows and doors monthly.
- Dust suspended lights in library/resource center and all ceiling vents once monthly.

Cleaning Duties - Public Works Office

Required Twice Weekly:

Clean washroom.

Required Once Weekly:

Wipe down counters, table and desks.
Dust all equipment, shelving and cabinets.
Sweep, dust mop and damp mop floors.

Required Monthly:

Wipe down windows and doors.

Other Requirements

- The cleaning tasks are to be performed outside of regular office hours.
- The cleaner will be responsible for ensuring that each building is securely locked – windows, interior and exterior doors prior to exiting the building after performing cleaning duties.
- The Municipality will supply all paper supplies, cleaning products and cleaning supplies. The cleaner will keep track of cleaning supplies and report when they need to be ordered and will also note and report any needed repairs, burned out light bulbs, etc.
- Prior to confirmation of employment, a police record check, thorough background check and work reference check will be required.
- Upon confirmation of employment, the employee will be required to sign a confidentiality agreement with the Municipality.
- The employee will also be subject to the usual requirements of the Municipal Human Resources Policy.
- The cleaner will report to the Administrator of the Municipality.
- The cleaner will be provided with a set of keys for each building that allow access to all areas that he/she is required to clean. The cleaner will be required to sign out the set of keys and will be responsible for those keys for the duration of his/her employment and to return them upon conclusion of employment. The keys can only be transferred to another person with a written authorization of the Municipality.

Special Requirements

Must be bondable.

Physical Demands

The Part-time Casual Cleaner must occasionally lift and/or move up to 25 pounds.

Work Environment

There is a moderate level of noise as part of the work environment.

Selection Guidelines

The Part-time Casual Cleaner shall be paid for his/her services according to the Employment Policy and Procedure Manual, which may be reviewed from time to time. Formal application rating of education and experience; verbal interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.