

## Job Description

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<b>Position:</b>	Custodian
<b>Department:</b>	Administration
<b>Reports to:</b>	Deputy Clerk
<b>Location:</b>	Town Hall (274 Main Street, Antigonish)
<b>Hours:</b>	Monday to Friday, 4:00 pm to 12:00 a.m. (midnight)

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### General Accountability

The Custodian shall work under the supervision of the Deputy Clerk and will perform a variety of custodial duties of a daily routine nature in support of the maintenance of Town Hall. The following is a general outline of the duties and responsibilities. The listing is not intended to be all inclusive or to limit initiative to expand functions beyond this scope nor is it intended to limit the Chief Administration Officer and Deputy Clerks' right to assign other duties.

### Duties & Responsibilities

- Provide all janitorial services to Town Hall including, but not limited to, sweeping, wet/dry mopping, dusting, vacuuming, cleaning/sanitizing washrooms, cleaning floors, washing walls/windows/fixtures, and other cleaning duties such as waste/garbage removal. A schedule will be provided with daily, weekly, and monthly tasks.
- Check for repairs required to infrastructure and report maintenance requirements.
- Set-up furnishings as required.
- Order and maintain adequate cleaning supplies for the building and control the inventory and the use of these supplies.
- Turning on the heating system (boiler) on and off at the beginning and ending of the winter season.
- Close the Town Hall as per established procedures.
- Performs other duties and responsibilities as required.

### Qualifications

#### Education and Experience

- Grade 12 education or equivalent.
- Related experience in cleaning methods, solutions, equipment, and procedures used in the care of large buildings.
- Current WHMIS, and CPR/First Aid certification or ability to successfully complete.
- Clean Criminal Records Check

### Knowledge, Skills, Abilities

- Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
  - Ability to lift up to 25 lbs.
  - Ability to work independently.
  - Familiar with operating, caring for, and storing custodial equipment and supplies.
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