

Job Title Custodian (Full Time, Permanent Position)

Department Administration

Accountabilities The Town of Antigonish has a full-time, permanent opening for a Custodian located at the Town Hall (274 Main Street, Antigonish). As a member of our team, you will be responsible to provide all janitorial services to Town Hall, check for repairs to Town Hall infrastructure, report maintenance requirements, set-up furnishing as required, and order and maintain adequate cleaning supplies. You will also be responsible for turning on/off the central heating system (boiler), closing procedures for the building and other duties and responsibilities as required.

Full job description available on request.

Skills, Capabilities 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.
- RCMP Criminal Record Check is required for this job.

Wage Rate and Hours

- Wage rate is \$20.67/hour.
- Hours of work are Monday to Friday, 4 p.m. to 12 a.m. (midnight)

Reporting To Deputy Clerk

Posting Date Friday, December 2, 2022

Closing Date Friday, December 30, 2022, at 1:00 p.m. ***Date has been extended from previous posting***

Application Please submit your cover letter and resume outlining your interest and qualifications for this position via email by 1:00pm December 30, 2022, with attention to:

Dianne Wilson, Deputy Clerk
dianne.wilson@townofantigonish.ca

In the subject line of your email please indicate, "Custodian Application."

Cover letter and resume can also be dropped off at Town Hall, 274 Main Street, Antigonish by 1:00pm, December 30 (at the front counter or secure mail drop box by the front door). Please ensure that the application is in attention to Dianne Wilson, Deputy Clerk.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.