



Custodian Duties

Availability required 2 days per week (Wednesday & Friday approx. 8 hrs)
Duties as listed but not restricted to:

Town Office & Public Works Shop

2 x week

- Unload and/or turn on dishwasher (as necessary)
- Clean interior/exterior of microwaves
- Clean sinks, tables and counters
- Clean coffee maker
- Sweep and vacuum floors
- Empty garbage cans, replace liners and take to bin outside (bring to road on Wednesdays)
- Clean bathrooms (3)
- Replenish toilet paper, paper towel, hand soap, and air fresheners
- Clean mirrors
- Clean front entrance door and side panels

1 x Bi-Weekly

- Wash floors
- Clean council entrance door and windows
- Vacuum boardroom
- Clean kitchen area of boardroom
- Empty inside recycling bins

1 x month

- Clean inside of fridge
- Dust picture frames
- Dust tops of filing cabinets/counters
- Dust tops of door frames
- Clean desks and tops of hutches (as necessary)
- Clean interior glass windows and sills
- Clean glass doors in offices
- Spot clean walls as necessary

Program Centre

1 x week (or as needed depending on bookings)

- Clean bathrooms
- Replenish toilet paper, paper towel, garbage bags
- Clean mirrors
- Sweep and wash floors
- Clean sinks and counters
- Remove any used garbage bags and replace liners
- Pickup around outside garbage bin