

# **Town of Marystown**

## **Building Custodian**



**Status and Reporting Protocol:**

This is a fulltime seasonal (October to April) non-bargaining unit position that reports directly to the Director of Recreation & Community Services.

**Qualifications:**

The Building Custodian needs a high school diploma or equivalent plus a minimum of one-year related experience, which includes working around dust with cleaning chemicals and equipment. The ability to communicate effectively, work independently with minimal supervision and work within a set timeframe are necessary.

**Rationale:**

The purpose of this job description is to generally outline the duties, roles and responsibilities of this position. It is not meant to be limiting or all inclusive. As with all employees, from time to time there may be a need to assist in carrying out other reasonable duties and responsibilities as assigned by the Director of Recreation & Community Services in order to ensure the efficient and effective operation of the Town's facilities and to respond to other pressing needs as they may arise.

**Scope of Work:**

The primary function of the Building Custodian is to provide all janitorial services to the Kaetlyn Osmond Arena to ensure it is clean for public use. The Building Custodian may also be required to clean other Town facilities as necessary and will need a valid driver's license.

Key activities include:

- sweeping, mopping or vacuuming floors
- cleaning and supplying washrooms and changerooms
- cleaning rink glass
- cleaning kitchen and appliances
- removing garbage
- other cleaning as necessary
- maintaining adequate cleaning supplies
- reporting maintenance issues

Shift work and weekend hours may occasionally be required.

The Building Custodian will be required to reach, bend, stoop, crouch and kneel as well as occasionally lift, move or push furniture or equipment.

***The signature of the employee indicates that he/she has seen the job description, and has had the opportunity to seek clarification on any of the duties or responsibilities outlined for this position.***

\_\_\_\_\_  
(Employee)                      Date: \_\_\_\_\_

\_\_\_\_\_  
(CAO)                      Date: \_\_\_\_\_