

TOWN OF MAPLE CREEK

February 2019

POSITION TITLE: Armoury Caretaker

FUNCTION: The **Armoury Caretaker** reports to the Assistant Administrator in regards to the operation and maintenance of the Armoury

- DUTIES:**
1. Responsible to ensure the Armoury is cleaned as follows:
 - a) Floors are to be washed up to an including corner.
 - b) The kitchen is to be deep cleaned, all appliances wiped down including fridge, deep freeze, range hood, dishwasher (special cleaning instructions) cupboards, counters, coffee area, shelves and sinks.
 - c) The bathrooms are to be deep cleaned and restocked.
 - d) Clean Bar area surfaces, cupboards, fridge and sink. Wash walls and bar structure.
 - e) Garbage and recycling are to be removed from the building.
 - f) Wash the walls (also entrance, doors and trim, walls by stairs, stairs and stairwell, balcony rails and panels, balcony tables) and inside and outside windows and window sills as required.
 - g) Ensure adequate stock of paper products, soap & garbage bags etc.
 - h) Exterior grounds/building must have garbage removed. (including raking lawn).
 - j) Clean all fans, light fixtures, door knobs (inside and out)
 - k) Vacuum carpets, stage carpet and runners. Clean entrance mats at the car wash regularly.
 2. Responsible to ensure general maintenance of the Armoury is carried out, interior and exterior. If major items require repair or replacement inform the Assistant Administrator.

3. When a damage deposit is initiated by Council, the **Armoury Caretaker** shall check the hall thoroughly to determine if any damage or improper clean-up was done by the user, in which case, the damage is to be reported to the Town Office immediately and appropriate action taken in regards to the damage deposit.
4. Responsible to ensure that programable thermostat is preprogramed when functions are scheduled, the building should be sufficiently warm to accommodate the function. Regular contact must be made with the Town Office for dates and times of Armoury functions.
5. Responsible for the general conditions of the building and/or any problems that may arise shall be brought to the attention of and discussed with the Supervisor in a timely manner.
6. Responsible to ensure that the rugs/mats are cleaned regularly and cleaned annually.
7. Co-ordinate with the Town Office Supply Person for cleaning supplies to be picked up at the Town Office.
8. Other required cleaning including but not limited to fans, light fixtures must be done or as requested by the Supervisor.
9. Other related duties.

QUALIFICATIONS:

1. Valid driver's license
2. Janitorial experience
3. Ability to work on his/her own
4. Must be physically able to push, pull and lift 45 pounds

SALARY/HOURS OF WORK: In accordance with the Union Agreement