

# TOWN OF MAPLE CREEK

January 2022

**POSITION TITLE:** Town Hall Caretaker

**FUNCTION:** The ***Town Hall Caretaker*** reports to the Chief Administrative Officer in regards to the cleaning of the Town Office and the Library.

**DUTIES:** **Town Hall**

1. Responsible for cleaning washrooms (including in and around sinks/toilets, dispensers, mirrors) and stocking supplies as needed
2. Responsible for emptying all garbage and recycling bins daily and remove garbage from building.
3. Responsible for cleaning the tile/brick/laminate flooring areas.
4. Responsible for vacuuming all carpets and runners.
5. Responsible for wiping and/or washing wall windows regularly, and all other windows shall be washed as needed.
6. Responsible for stripping floors every two years and waxing floors (tile/brick flooring areas) at least once every 3 months, unless otherwise requested.
7. Responsible for steam cleaning the carpets, runners, upholstered chairs a minimum of twice per year or as needed.
8. Responsible for dusting all CPU's.
9. Responsible for wiping and dusting all (desks, counter, light switches, door knobs, fans, bookshelves, cabinets) surfaces in each office room (including vault/storage rooms/back offices).
10. Responsible for cleaning lights and fixtures as needed. (With the aid of another employee).
11. Responsible for washing walls as needed.

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12. Responsible for cleaning Council Chambers; emptying all garbage and recycling bins. Dusting and wiping surfaces (including pictures) and walls. Vacuum all carpet and upholstered chairs.
13. Responsible for cleaning Coffee/Staff Room/Fire Department; dusting and wiping counter surfaces/ appliances and washing dishes and coffee pots.
12. Other related duties.

### **Library**

- 1) Responsible for emptying all garbage and recycling bins daily and remove garbage from building.
- 2) Responsible for cleaning the tile flooring areas.
- 3) Responsible for vacuuming Children's Room in Library carpets and runners.
- 4) Responsible for wiping and/or washing wall windows regularly, and all other windows shall be washed as needed.
- 5) Responsible for stripping floors every two years and waxing floors (tile/brick flooring areas) at least once every 3 months, unless otherwise requested
- 6) Responsible for steam cleaning the carpets, runners, upholstered chairs a minimum of twice per year or as needed.
- 7) Responsible for wiping and dusting all (desks, counters, light switches, door knobs, fans) surfaces.
- 8) Responsible for cleaning lights and fixtures as needed. (With the aid of another employee)
- 9) Responsible for washing walls as needed.
- 10) Other related duties.

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## QUALIFICATIONS:

- a) Valid Saskatchewan driver's license.
- b) Janitorial experience.

**SALARY/HOURS:** In accordance with the Union Agreement

## Notes:

1. When cleaning the Library, do not turn the chairs upside down on the table tops, or stack the children's chairs.
2. Be very careful to avoid unplugging anything in the Library while performing cleaning duties.