



Job Posting – Village Custodian

Village of Bible Hill is recruiting a custodian. The custodian has the primary responsibility for cleaning the Bible Hill Village Office and H. D. Boyce Village Hall. It is the role of the custodian to follow weekly schedules to clean the office, hall, kitchen, washrooms, and the foyer entrances. The Village Custodian is a part-time non-unionized position with the Village of Bible Hill. Flexible hours available for Village Office, Sunday cleaning hours only at H.D. Boyce Village Hall. The rate of pay is \$18.10 per hour.

Qualifications:

- Minimum Grade 12 or GED equivalent.
- Must possess a general working knowledge of the equipment and methods used in cleaning and custodial work.
- Must possess ability to learn the duties of the Village Custodian; understand and follow simple written and oral instructions; make minor repairs and adjustments to cleaning equipment; and have sufficient physical strength and agility to perform routine custodial tasks.
- Time management skills with the ability to work with little or no supervision.
- Experience and knowledge of proper cleaning methods, general maintenance and safety techniques and procedures of a public building is considered an asset.
- Standard First Aid/CPR and WHIMIS an asset.

Primary Responsibilities:

- Complete weekly Village Cleaning Report Forms for office and hall
- Operate a variety of electrical cleaning equipment; assist the Maintenance Foreman with maintaining custodial equipment and supplies.
- Sweep, scrub, wax floors using appropriate supplied equipment
- Wash and disinfect all washroom floors, toilets/urinals, toilet seats and hand fixtures
- Clean Village Hall kitchen; including appliances and commercial dishwasher; empty and clean all waste receptacles.
- Clean foyer entrances including floors, all glass doors and hardware.
- Wash and dust windows, walls, and doorframes.
- Follow instructions regarding the use of chemicals and supplies and adhere to MSDS guidelines.
- Replenish toilet tissue and soap dispensers when required.
- Unlock and lock entrances to buildings; check building for security.

Secondary Responsibilities:

- Report minor maintenance and repairs of equipment or buildings to immediate supervisor.
- Report damage and acts of vandalism to immediate supervisor
- Perform various tasks in moving or rearranging tables and chairs and other equipment; set up room for meetings as assigned.
- Perform related duties as required.

To Apply:

Please send resume and a letter expressing interest by September 30, 2022 to:
admin@biblehill.ca

Only those candidates selected for an interview will be contacted.