

## **Job Posting #2024-42**

### **Job Title: Cleaner**

Department: Engineering Services

Reports To: Supervisor, Facilities

Directly Supervises: None.

Status: Part-time

Number of Vacancies: 1

Hours per Week: Approximately 20; varies based on municipal facility cleaning needs, scheduled events, or seasonal facility maintenance schedules.

Salary: \$21.89/hr. - \$26.00/hr.

**Application Due Date: Until a successful applicant is found.**

### **Position Summary**

This position is responsible for keeping buildings in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing carpets, cleaning and stocking restrooms, washing walls, glass and upholstered furniture, and removing rubbish. Duties may include performing routine maintenance activities, notifying facility management and maintenance staff of the need for repairs.

### **Role Specific Duties and Responsibilities**

#### General Cleaner Duties:

1. Performs general cleanup of all municipal facilities, including administrative offices, water and wastewater treatment facilities, transportation and operations shops, meeting rooms, fire hall, event venues, opera house, public and private buildings under municipal scope.
2. Sweeps, mops, polishes, refinishes floors, vacuums, shampoos carpeted areas, dumps garbage and recycle bins, stocks inventory, performs all cleaning and disinfection aspects of halls, offices, board rooms, restrooms.
3. Washes walls, windows, upholstered furniture, window coverings.
4. Cleans and stocks public and private restroom facilities.
5. Cleans light fixtures and changes bulbs/tubes.
6. Assists in the preparation and set up of rooms or auditoriums for meetings, parties, various activities and cleans up afterwards.
7. Determines needed supplies and equipment and communicates this regularly to the Supervisor, Facilities.
8. Monitors the need for cleaning equipment maintenance, and repair and communicates this regularly to the Custodian.

## General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

## Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's License in good standing.

## Education, Skills and Experience

1. OSSGD or equivalent.
2. Minimum 2-year related experience in cleaning and building maintenance.
3. Strong ability to comprehend and communicate detailed instructions orally and in writing.
4. Ability to multi-task and establish priorities.
5. Strong attention to detail.
6. Working knowledge of the Occupational Health & Safety Act, WHMIS, and other applicable facilities and safety related legislation, regulations and guidelines.
7. Strong skills in communication (written, oral and interpersonal) and organization.
8. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

## Physical Demands and Working Conditions

- Working conditions vary depending on municipal facility, including office environment and plant/shop environment.
- Physical demands include heavy lifting, standing and moving. Some exposure to hazards dependent on facilities, including loud noise, chemicals, dust, etc.
- Typical hours of work are 20 hours per week over a 7-day period. Shifts will include nights and weekends. Number of hours and schedules will vary, and additional shifts may be called on an "as needed" basis depending on the

municipal facility cleaning needs, scheduled events, or seasonal facility maintenance schedules.

## Contacts and Interactions

- Incumbent communicates regularly with municipal staff and suppliers.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-42 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).