

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Working under the Building Maintenance Department, the Town of Carleton Place is currently accepting resumes for the position of Cleaner, for our Child Care Services facility located at 3 Francis Street, on a permanent part-time basis. There is a possibility of future full-time employment due to succession planning.

Summary: Reporting to the Full Time Cleaner, the Part Time Cleaner performs a wide range of duties contributing to the maintenance and cleanliness, security, and safety of the Childcare Centre. The Part Time Cleaner will practice safe working habits while performing cleaning operations and comply with all safety regulations and Ministry guidelines.

Qualifications/Experience:

1. Secondary School Graduation Diploma
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
3. Must be willing to obtain and maintain Anaphylaxis training
4. Minimum two (2) years' experience in a commercial cleaning environment; experience in childcare setting would be considered an asset
5. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work 5 hours per day, starting at 4:30 PM. Additional hours may be required to meet the demands of the department.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$15.81 - \$19.46 per hour with an option to join the pension plan that has a matching employer contribution.

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than 1:00 P.M. on Monday, August 28, 2023, quoting "Cleaner Part-Time" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Building Maintenance Department
DIVISION:	Building Maintenance
JOB TITLE:	Part Time Childcare Cleaner
EMPLOYEE GROUP:	Non-Union
PAY GRID:	2
SUPERVISOR:	Full Time Cleaner
REVISION DATE:	January 2023

POSITION SUMMARY:

Reporting to the Full Time Cleaner, the Part Time Cleaner performs a wide range of duties contributing to the maintenance and cleanliness, security, and safety of the Childcare Centre. The Part Time Cleaner will practice safe working habits while performing cleaning operations and comply with all safety regulations and Ministry guidelines.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Full Time Cleaner
2. Follows daily, weekly, monthly, and seasonal scheduled cleaning and maintenance projects
3. Performs daily tasks such as; garbage/recycle collection and disposal, sweeping, vacuuming, mopping floors, cleaning and restocking washrooms, striping and waxing floors, shampooing carpets, and cleaning windows based on established cleaning routines
4. Moves furniture, supplies and miscellaneous equipment for detailed cleaning
5. Assists with snow removal from building entrances and emergency exits and applies salt
6. Works closely with Full Time Cleaner, Childcare Cook, educators, and other municipal staff regarding departmental needs, equipment, and cleaning requirements and demands
7. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
8. Helps with supply deliveries as instructed
9. Complies with proper storage of chemicals and equipment
10. Communicates stock and supply needs to Full Time Cleaner

11. Assists with building security, closing all windows and doors and arming security system at the end of each shift
12. Participates in all assigned and required training
13. Assists with the set up/tear down of special events on site
14. Promotes workplace positivity and open communication with peers

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Full time Cleaner.

POSITION REQUIRMENTS:

EDUCATIONAL REQUIREMENTS:

1. Ontario Secondary School Diploma (OSSD)
2. 2 years' experience working in a cleaning position
3. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
4. Must be willing to obtain and maintain Anaphylaxis training

EXPERIENCE:

Minimum two (2) years' experience in a commercial cleaning environment; experience in childcare setting would be considered an asset.

SKILLS AND COMPETENCIES:

1. Ability to lift objects unassisted averaging 50lbs, carry boxes and climb ladders
2. Ability to operate hand tools, power tools and other related equipment
3. Excellent verbal and written communication skills
4. Ability to follow directions
5. Efficient time management skills
6. Good problem-solving skills
7. Ability to read, understand and follow safety procedures and manuals

8. Great attention to detail

WORKING CONDITIONS:

This position is a part time position and requires a mid-afternoon start time, occasional irregular shifts, evenings, and random weekend hours. Periodically, some additional work outside of regular cleaning hours may be required to complete special requests or time sensitive projects.

PHYSICAL DEMANDS:

Repetitive physical actions: standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, use hand to finger, handle to feel, and regular movement with choice; use of standard and commercial cleaning equipment, tools, motorized equipment, gas powered equipment/tools, and appliances; light, moderate and heavy lifting required (50 lbs min.) unassisted, moving furniture and chemical containers, moderate visual demands require close and distant vision. Working on ladders at varying heights. Staff may be required to stand for full shift and walk on uneven ground.

ENVIRONMENTAL CONDITIONS:

This position involves the frequent use of chemicals and exposure to fumes/unpleasant odors and possible airborne particles. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions.

SENSORY DEMANDS:

The employee is required to be able to hear conversations in quiet and noisy environments. Regular exposure to fumes from products such as cleaning agents, floor stripper, floor wax and disinfectants. The employee is required to work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom, mop, vacuum and floor polisher.

MENTAL DEMANDS:

The employee must be able to manage schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and math skills. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, power tools and motorized equipment, invoices, packing slips, deliveries, and schedules.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;

- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	General Public, Agency Partners (i.e., Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives