

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of Facilities Casual Custodian-Contract, to backfill a temporary vacancy of a permanent full-time employee, with the ability for casual employment after the contract for department coverage on an as needed basis.

### Summary:

Fulfills general labour duties as required to clean, maintain, and keep safe municipal recreation facilities and equipment. The position also requires the individual to work nights and weekends.

### Qualification/Experience:

1. One (1) year related experience in performing custodial duties.
2. Secondary School Graduation Diploma.
3. First Aid and CPR-AED certification, an asset.
4. Certified through Smart Serve Ontario, an asset.
5. Possess and maintain a valid Class G Ontario Drivers Licence.
6. Must provide a Vulnerable Persons' Screening Sector Check.
7. Knowledge of security and emergency procedures to ensure the security of all facilities and the safety of patrons.
8. Must be able to work independently as well as part of a team.
9. Shifts include nights and weekends.
10. Ability to always maintain a professional demeanor when dealing with the public and volunteers.
11. Vulnerable Sector check if over 18
12. Mandatory COVID-19 vaccination documentation required.

The 2022 pay grid for the position is \$19.72 - \$25.11 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format, by 10:00 AM on Wednesday, August 17, 2022, quoting "Facilities Casual Custodian-Contract" Attention Human Resources by:

**Email:** [hr@carletonplace.ca](mailto: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

<b>DEPARTMENT:</b>	Recreation & Culture Department
<b>DIVISION:</b>	Facilities
<b>JOB TITLE:</b>	Facilities Casual Custodian
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	4
<b>SUPERVISOR:</b>	Facilities Team Lead
<b>REVISION DATE:</b>	June 2020

#### **POSITION SUMMARY:**

Fulfills general labour duties as required to clean, maintain and keep safe municipal recreation facilities and equipment. The position also requires the individual to work nights and weekends.

#### **DUTIES AND RESPONSIBILITIES:**

1. Completes maintenance and custodial duties at municipal facilities as required;
2. Operates machinery, janitorial equipment, and other maintenance equipment and tools;
3. Represents the Town as owner of the facility at community functions held at municipal facilities and oversees/supervises licensed events ensuring conformance to regulations set out by the Alcohol and Gaming Commission;
4. Supervises rentals and ensures that sponsors of a function comply with the provisions of the rental agreement. Reports any damage, quantity of supplies used and any deviations from the provisions of the rental agreement;
5. Completes timesheets and work order sheets;
6. Ensures required and essential records and correspondence are kept securely;
7. Able to work evening and weekends on a routine basis.

The above generally describes the duties involved with 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 Facilities Team Lead.

#### **POSITION REQUIREMENTS**

**EDUCATIONAL REQUIREMENTS:**

1. Secondary School Graduation Diploma.
2. First Aid and CPR-AED certification
3. Certified through Smart Serve Ontario

**EXPERIENCE:**

1. One (1) year related experience in performing custodial duties.

**SKILLS AND ABILITIES:**

1. Experience in building maintenance and cleaning;
2. Proven skill and ability required to perform general maintenance and cleaning;
3. Knowledge of security and emergency procedures to ensure the security of all facilities and the safety of patrons.
4. Possess and maintain a valid Class G Ontario Drivers Licence;
5. Familiar with appropriate procedures with liquor licensed events;
6. Must be able to work independently and as team player;
7. Must provide a Vulnerable Persons' Screening Sector Check.

**WORKING CONDITIONS:**

Must be able to work evenings, weekends and statutory holidays.

**PHYSICAL DEMANDS:**

Must be able to lift up to 50 pounds, carry items such as mops, shovels, bags of garbage and boxes; must be able to mop, sweep and vacuum floors, reach and bend, stock shelves.

**ENVIRONMENTAL DEMANDS:**

Must be prepared and able to work both indoors and out and in all seasons; weather conditions ranging from very cold to very hot and humid and able to work in an environment with exposure to cleaning materials (all required Personal Protective Equipment required is available and must be used). Occasional exposure to unpleasant sights and smells.

**SENSORY DEMANDS:**

The position requires the use of cleaning equipment such as broom, mop, vacuum, and floor polisher.

**MENTAL DEMANDS:**

The employee must be able to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions in regard to cleaning products, equipment operation and comprehending standard operating procedures (SOPs) and in relation to deliveries of product 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:**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Members of Council.
<b>EXTERNAL</b>	Public, community organizations, non-profit organizations, inspectors

**APPROVED:**

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Employee \_\_\_\_\_ Manager of  
 & Culture Recreation CAO