

THE TOWNSHIP OF DORION POSITION DESCRIPTION

1. **Position Title/Position Level:**

- Spare Custodian

2. **Reporting Relationship:**

- Reports to Head Custodian

3. **Scope of Position/Summary of Duties:**

- To perform cleaning, maintenance and operational tasks in the Community Centre, Centennial Building (less Fire Hall) and Office/Library as outlined in the list of duties prepared by the Township Council.

4. **Responsibilities:**

4.1 **Cleaning**

Responsible for:

- 4.1.1 General housekeeping in all areas including dusting, vacuuming, floor washing, waxing and polishing and window cleaning on an "as required" basis or as set out by directive.
- 4.1.2 Cleaning of washrooms, washroom fixtures and cells.
- 4.1.3 Steam-cleaning of rugs annually.
- 4.1.4 Disposing of garbage.

5. **Maintenance**

Responsible for:

- 5.1 Replacing burnt-out light bulbs.
- 5.1.2 Refilling paper towel and toilet paper dispensers.
- 5.1.3 Minor repairs including removal of loose floor tiles, re-setting screws on chairs and tables, etc.

6. **Administration**

Responsible for: (During Head Custodian's prolonged absence)

6.1 Accepting and recording hall bookings.

6.1.1 Contacting Clerk-Treasurer when repairs are required.

6.1.2 Ensuring hall is opened and closed according to activity schedule.

6.1.3 Ensuring that the bar is operated in compliance with Provincial regulations.

7. **Working Conditions**

7.1 No scheduled hours, as required to substitute for the regular custodian.

7.1.1 Exposure to physical hazards resulting from use of cleaning materials and movement of heavy equipment up and down stairs; working on ladders and scaffolding to clean and change light bulbs.

7.1.2 Works alone.

8. **Working Relationships**

8.1 **With Custodian**

Receives direction, guidance and supervision.

8.1.1 **With Other Township Staff**

Receives assistance.

Usual courtesy and co-operation.

8.1.2 **With The Public**

Courtesy and co-operation.

Provides assistance and information.

9. **Knowledge and Skill**

9.1 Good knowledge and experience in cleaning and general maintenance practices and the proper use of cleaning supplies and equipment.

9.1.1 Good physical condition.

9.1.2 Good record-keeping skills.

9.1.3 Good public relations skills when dealing with hall users.

10. **Impact of Error**

10.1 Failure to perform satisfactorily would result in untidy conditions and poor public image.

11. **Control**

11.1 General direction from the Township Maintenance and Development Committee.

11.1.1 Approved list of duties.

11.1.2 Accepted custodial practices and procedures.

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