

## **JANITORIAL SERVICES**

**Position:** Janitorial Services

**Reporting Relationship:** Chief Administrative Officer

To provide regular and ongoing Janitorial and Custodial services and minor maintenance, as approved, for The Town of Laurentian Hills municipal buildings at Pt. Alexander and Chalk River.

Building locations are the Municipal Building, part of the Fire Hall and part of the Public Works Garage and Rink Building at Point Alexander AND the Library, Resource Centre and Rink Building, and part of the Fire Hall in Chalk River.

The work is predominately inside with some requirement for outside work. Regular cleaning of all municipal buildings including the emptying of garbage, the cleaning/dusting of desks, counter tops, keyboards, all office equipment including telephones, fax machine, photocopier, computer monitors and the vacuuming of carpets and office chairs, hallway floors and entranceway ensuring that the glass is free of dirt and fingerprints.

### **Major Responsibilities:**

#### **Point Alexander Municipal Office (2 times a week Monday and Thursday)**

- regular and on going cleaning of all offices including the library and day nursery which includes emptying garbage, cleaning and dusting of the desks and counter tops, keyboards, all office equipment including telephones, fax machine, photocopier, computer monitors and the vacuuming of carpets and office chairs
- responsible for maintaining the cleanliness of the hallway floors which includes sweeping, washing, and waxing ensuring that the hallway is kept to a continual shine
- regular cleaning of the entranceway ensuring all glass is free of dirt
- regular cleaning of the washrooms at the Pt. Alexander municipal building
- regular cleaning of the kitchen which includes the washing of all dishes/mugs, ensuring the stove, fridge, microwave etc. are clean
- cleaning of Council Chambers following use by Council (set meeting dates are the first Tuesday of the month and the Wednesday that falls 15 days later) plus other occasions as required ensuring that mugs and coffee machine are cleaned, all garbage is removed, counters and desks cleaned and the carpet vacuumed

#### **Chalk River Nursery School/FEN (Wednesdays)**

- regular cleaning of the nursery school room, which includes vacuuming, dusting, floors, washrooms and entranceway once a week and windows as required. Spring cleaning once a year and as directed by Municipal staff.

### **Chalk River Library (Wednesday)**

- weekly cleaning of the Library in Chalk River which includes the washroom and the carpet as well as the entrance way floors and glass doors

### **Fire Halls (one a month or as required) or as required**

- monthly cleaning of the meeting rooms and washrooms at the Fire Hall in Chalk River and Pt. Alexander at the beginning of each month. Spring cleaning once a year and as directed by Municipal staff.

### **Rink Buildings (Wednesday in Chalk River Monday in Point Alexander) or as required**

- cleans the rink facilities in Chalk River and Pt. Alexander including the washrooms on a weekly basis accordance with the Minor ball schedule and rink building schedule and/or as required

### **Other Responsibilities**

- for the collecting and disposing of garbage, refuse and recycling from all offices. Garbage pickup is Tuesday mornings on a weekly basis in Pt. Alexander and Friday mornings in Chalk River. Recycling pickup is every second Wednesday in both locations
- other duties/hours as assigned by the Chief Administrative Officer

### **Supplies and Equipment**

Supplies are defined as all materials required for the cleaning and maintenance of the buildings such as windex/glass cleaner, all cleaning liquids, sanitizers, bleaches, dusting materials, stripper, all waxes, garbage bags, mop head replacements, polishing pads, carpet shampoos, and cleaning cloths paper products (toilet paper, paper towels) liquid soap for the bathroom dispenser's, and dish soap.

Equipment is defined as all equipment necessary to carry out the janitorial services such as vacuums, polishers, brooms, mops, buckets.

The supplies and equipment will be provided by the municipality and ordered when reported and required.

**\*\*\* Spring cleaning** as directed includes the stripping and waxing of all floors the cleaning of windows, and the cleaning/shampooing of all carpets at the municipal building at Pt. Alexander including the library and Council Chambers and the Chalk River Library.

**\*\*\*\* Or as required** these buildings may require additional cleaning depending on scheduled activities