

## **JANITORIAL SERVICES**

**Position:** Janitorial Services

**Reporting Relationship:** Treasurer / Chief Administrative Officer

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

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

The work is predominately inside and consists of regular cleaning of all municipal buildings including the emptying of garbage, the cleaning/dusting of desks, counter tops, 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/library (2 times a week)**

- regular and on-going cleaning of all offices including the library and auditorium which includes emptying garbage, cleaning and dusting of the desks and counter tops, all office equipment including telephones, fax machine, photocopier, computer monitors and the vacuuming of carpets
- responsible for maintaining the cleanliness of the hallway floors which includes sweeping, washing, 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 occasional washing of 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) ensuring the coffee machine is cleaned, all garbage is removed, counters and desks cleaned and the carpet vacuumed
- spot washing of walls and windows as required

#### **Point Alexander Public Works Garage (once a week)**

- cleaning of the washroom and the lunch room, which includes the counters and table tops, spot washing of walls as required

**Fire Halls - Once a week in Chalk River. Once a week in Pt Alexander for office and washrooms.**

- weekly cleaning of the meeting rooms and washrooms at the Fire Hall in Chalk River and Pt. Alexander. Sweeping and washing of floors. Spot washing of walls as required.

**Chalk River Library (one day a week)**

- Vacuuming of the carpet, sweeping and mopping the entrance way floor, cleaning the washroom. Cleaning of the glass doors, and spot washing walls as required.

**Chalk River Resource Centre - 19 Railway (when open)**

- Vacuuming of the carpet, sweeping and mopping the entrance way floor, cleaning the washrooms and counters. Cleaning of the doors, and spot washing walls as required.

**Rink Buildings - one day a week (Wednesday preferred) during ball season in Chalk River.**

- cleaning of the rink building floors and the washrooms. Spot washing walls as required.

**The Point Alexander Rink building is cleaned once at the beginning and end of the winter season**

- cleaning of the rink building floors and the washrooms. Spot washing walls as required.

There may be other duties/hours as assigned by the Chief Administrative Officer / Treasurer

**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, garbage bags, mop head replacements, carpet shampoos, and cleaning cloths paper products (toilet paper, paper towels) liquid soap for the bathroom dispensers, 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.

\*\*\*\* **Or as required** these buildings may require additional cleaning depending on scheduled activities and extra hours will be approved.