

**DOURO-DUMMER  
JOB DESCRIPTION MANUAL**

POSITION: <b>Municipal Building Custodian</b>	PAGE: 1 of 2
REPORTS TO: <b>Chief Administrative Officer</b>	DATE: March 2018
THIS JOB DESCRIPTION IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

**JOB SUMMARY:**

To maintain a clean and organized environment at the Municipal Building as it relates to cleaning of building, opening and closing for rentals, keeping grounds neat and tidy, and doing minor building repairs when required.

**DUTIES AND RESPONSIBILITIES:**

1. Regularly check the booking schedule to ensure building is ready and open for renters.
3. Keeps walks and stairs clear of snow, ice and debris (summer and winter).
4. Vacuum and dust municipal office- upper and lower levels- at least once a week.
5. Empty waste, recycling and compostable containers on a daily basis and ensure that waste and recyclables are put out on the proper day for collection.
6. Clean kitchen(s) daily.
7. Clean windows inside and outside of building once a year as a minimum- windows facing the street should be done twice a year as a minimum.
8. All walls and woodwork to be cleaned once a year minimum.
9. Open and close building before and after each rental.
10. Adhere to the requirements of the Occupational Health and Safety Act and the Township of Douro Dummer Health and Safety Policy.
11. Other duties that may be assigned.
12. Check cupboards in kitchen before each dish rental to ensure they are clean- if necessary put through dishwasher to clean.
13. Keep lawn clear of foreign materials (bottles, cans, paper, etc.)
14. Ensure that eavestroughs are kept clear of leaves and debris and clean when necessary.
15. Scrub and clean main auditorium and institute room after each rental.

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16. Wash and sweep on a regular basis, the main entrance to the municipal building to ensure that it is clean.
17. Order and pickup necessary cleaning supplies- office staff may assist with this when required.
18. Keep washrooms clean and sanitary, and ensure that all paper dispensers are full. Upstairs washrooms should be cleaned daily.
19. Monitor water softeners and when necessary replenish salt.
20. Keep fixtures in good working order and be prepared to do minor repairs when necessary. Report any major repairs needed to office staff.
21. If major cleanup or damages occur as a result of a rental, pictures shall be taken of such and provided to the CAO for the appropriate action.
22. Set up tables and chairs for rentals or for other functions when requested to do so. Tear down and clean tables and chairs after rentals or other functions.
23. Secure water samples from municipal building, Warsaw and Douro Community Centres, Rec. Centre, Warsaw Fire Station and Library every 2 months and deliver to DGD Lakefield for analysis.

**SUPERVISION:**

This position does not require the incumbent to supervise or direct some of the work of other workers.

**CONTACTS:**

Internal: with office workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public, ensuring polite and tactful relations.

**WORKING CONDITIONS:**

Requirement to work some evenings and weekends and some daytime.

Good working conditions- hours are flexible and as required to keep building clean and tidy.

Some exposure to a range of cleaning materials, some of which are quite hazardous so some personal protective equipment must be worn at times.

Some heavy lifting is required.

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**JOB KNOWLEDGE:**

Grade 12 education or equivalent and three years related experience. Knowledge of safety procedures and of general maintenance of buildings.

Expected to use initiative and judgment and to work with limited supervision.

Requires a Class "G" driver's licence.

Strong communication skills with a proven ability to deal with the public.

Accessibility Customer Service Training Required.

Ability to do minor repairs to building when required would be an asset.

Must possess a designation as an Independent Contractor from WSIB.

Completion of Operation of Small Drinking Water Systems Course preferred.

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Contractor

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Chief Administrative Officer