

# Woolwich Township Job Posting



<b>Date:</b>	May 2, 2022
<b>Position:</b>	Custodial Attendant (Part Time)
<b>Positions Available:</b>	1
<b>Department:</b>	Recreation and Community Services
<b>Wage Rate/Grade:</b>	\$22.05 per hour
<b>Hours of Work:</b>	Approximately 15 hours per week, up to 35 hours. Primarily evening shifts, consisting of five 3-hour shifts per week.

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

The Recreation and Community Services Department is seeking one (1) Part-time Custodial Attendant.

## PURPOSE OF POSITION AND PROFILE

The primary focus of this position is to maintain cleanliness and general housekeeping of Township facilities, including but not limited to the Breslau Community Centre (100 Andover Drive, Breslau); ensuring compliance with Township operational and health and safety standards.

## RESPONSIBILITIES

- Maintain cleanliness of facilities and grounds in all respects
- Maintain logbook and records as required
- Follow assigned cleaning schedules to maintain expected standards of cleanliness
- Follow all Township policies and procedures

## GENERAL HOUSEKEEPING DUTIES

- Dusting and sanitizing surfaces
- Wet/dry mopping and vacuuming
- Cleaning windows
- Polishing and scrubbing floors
- Stripping and re-finishing floor surfaces
- Garbage and recycle collection and removal (inside and outside)
- Operation of equipment including floor buffers, auto scrubbers, vacuum cleaners, carpet cleaners, etc.
- Event set-up and tear-down
- Additional duties as assigned

## REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Basic computer skills
- Valid driver's license
- Ability to read and understand material safety data sheets, product labels as well as basic writing and arithmetical skills is a necessity
- Must have good communication skills to receive and comprehend instructions, interact positively with supervisors, staff and the general public and function as an effective team member
- Must be able to complete applicable vehicle maintenance checklists and maintain a daily log of activities
- Ability to report to work at varying Township sites (Breslau, Maryhill, etc.). Primary work site will be the Breslau Community Centre.
- Ability to work constructively in a team environment and act independently as required
- Able to physically perform all essential duties/requirements associated with the position

- Willing to work shifts, including evenings, weekends and statutory holidays.
- Required to wear personal protective equipment
- Follow safe and appropriate practices and procedures, and exercise sound judgment at all times.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Previous commercial/industrial cleaning experience preferred
- High school (grade 12) diploma or GED
- Required to participate in supplementary training related to the Recreation and Community Services department (Workplace Hazardous Materials Information System (WHMIS), Health & Safety, First Aid and CPR, Facility Equipment Operation, Payroll system, etc.)

## **COVID-19 VACCINATION:**

In accordance with the Township of Woolwich's *Mandatory COVID-19 Vaccination Policy*, new Woolwich Township employees are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.

Interested applicants are invited to submit their resume via email to: [hr@woolwich.ca](mailto:hr@woolwich.ca) before **4:00 pm on Monday May 16, 2022. Please quote job posting 2022-26.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.