

Woolwich Township Job Posting



Date: December 3, 2025
Position: Custodial Attendant (Temporary Part Time)
Wage Rate/Grade: \$23.00 per hour

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 will play a key role in helping shape the next phase of our future growth and development.

Due to a vacancy, Recreation & Community Services is seeking to fill one (1) temporary part-time Custodial Attendant starting January 2026 for up to 12 months.

Purpose of Position and Profile

This position is responsible for maintaining cleanliness and general housekeeping, while ensuring all work meets Township service levels and complies with applicable health and safety standards.

The home site for this position will be at the Administration Building (24 Church St. W, Elmira) however you may be required to work at alternate Township facilities on an as needed basis.

Responsibilities

- Maintain cleanliness of facilities and grounds in all respects
- Maintain logbook and records as required
- Follow assigned cleaning schedules to meet expected standards of cleanliness
- Adhere to all Township policies and procedures
- Perform general housekeeping duties, including but not limited to dusting and sanitizing surfaces, wet/dry mopping, vacuuming, window cleaning, cleaning washrooms, emptying garbage and recycling
- Operate cleaning equipment such as floor buffers, auto scrubbers, vacuum cleaners, carpet cleaners, and related tools
- Assist with event set-up and tear-down
- Complete material and supply checklists
- Additional duties as assigned

Qualifications, Knowledge, Skills and Work Requirements

- High school (grade 12) diploma or equivalent (GED)
- Previous commercial or industrial cleaning experience is required
- Basic computer skills
- Valid Class G Driver's License, licensed to drive in Ontario
- Ability to read and understand Material Safety Data Sheets (MSDS), product labels, and written instructions; basic writing and arithmetic skills are required
- Strong communication skills with the ability to understand instructions, interact positively with supervisors, staff and the public, and work effectively as part of a team
- Ability to work cooperatively in a team environment and independently when required
- Participation in supplementary training related to the Recreation and Community Services Department (e.g., WHMIS, health & safety, payroll system, cleaning equipment)
- Consistently follow safe work practices, exercise good, and adhere to appropriate procedures

Hours of Work and Working Conditions

- Hours of work will range from 15-20 per week based on departmental needs
- Willingness to work all shifts, including evenings and early mornings
- Required use of personal protective equipment (PPE)
- Must be physically fit, with the ability to lift and move items up to 50 lbs and perform all essential duties

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Wednesday, December 17, 2025. Please quote job posting 2025-60.**

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.