

Woolwich Township Job Posting



Date: October 1, 2026
Position: Custodial Attendant (Temporary Part Time) - Elmira
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.

Recreation & Community Services is seeking one (1) temporary part-time Custodial Attendant for up to 12 months.

Purpose of Position and Profile

The focus of this position is to maintain cleanliness and general housekeeping, primarily at the Woolwich Memorial Centre (24 Snyder Ave. S., Elmira), ensuring compliance with Township service level 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 including but not limited to: Swing scrubbing floors, dusting and sanitizing surfaces, wet/dry mopping, vacuuming, window cleaning, cleaning washrooms, emptying garbage and recycling, etc.
- Operation of equipment including floor buffers, auto scrubbers, vacuum cleaners, carpet cleaners, etc.
- Event set-up and tear-down
- Completing material/supply checklists
- Additional duties as assigned

Qualifications, Knowledge, Skills and Work Requirements

- High school (grade 12) diploma or GED
- Basic computer skills
- Valid Class G Driver's License, licensed to drive in Ontario
- 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 activity logs
- May be required to work at alternative sites from time to time
- Ability to work constructively in a team environment and act independently as required
- Previous commercial/industrial cleaning experience a necessity
- Required to participate in supplementary training related to the Recreation and Community Services department (Workplace hazardous materials information system (WHMIS), health & safety, payroll system, cleaning equipment, etc.)
- Follow safe and appropriate practices and procedures, and exercise sound judgment at all times.

Hours of Work and Working Conditions

- Hours of work will range from 12 to 16 hours per week, between 7:00 am and 3:00 pm based on departmental needs
- Willing to work shifts, including evenings, early mornings, weekends and statutory holidays.
- Required to wear personal protective equipment
- Must be physically fit and able to perform all essential duties/requirements associated with the position
- Ability to regularly lift and move items up to 50 lbs

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00 pm on Thursday, October 15th, 2026**. Please quote job posting 2026-49.

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.