



POSITION DESCRIPTION
Non-Union Part Time
Building Attendant / Custodian
Parks, Recreation & Culture Department
Position Code: PRCBLD
September 2021

POSITION SUMMARY:

The Parks, Recreation & Culture Department is responsible for providing a broad range of recreational programs and opportunities for local residents and visitors of all ages.

Under the direction of the Director of Parks, Recreation & Culture, the Building Attendant is responsible for setting up and cleanup of special events and activities, building security to include opening/closing and locking/unlocking the building. The Building Attendant will be responsible for other miscellaneous duties to ensure that the building and any assigned equipment is maintained in a healthy, safe and sanitary manner.

This position is approx. 25 hour/week position, and the incumbent will be required to work evenings and weekends.

REPORTING RELATIONSHIPS:

Reports To: Maintenance Supervisor and/or Director of Parks, Recreation & Culture

KEY WORKING RELATIONSHIPS:

Internal:

- Applicable Department
- Other Town Departments

External:

- Citizens

RESPONSIBILITIES/ACCOUNTABILITIES:

- Clean offices, meeting rooms and gymnasium daily;
- Wash and disinfect all washrooms daily, including floors, toilets, sinks, vanity, hand dryers, fixtures and mirrors; replenish toilet tissue and soap as needed;
- Clean all floors by sweeping, wet and dry mopping, strip, wax and buff tile floors as required to maintain cleanliness;
- Dust and clean all furniture, filing cabinets, computer equipment and fixtures on a bi-weekly basis;
- Empty all waste baskets and garbage cans; sort and dispose of recyclables; place garbage in storage bins daily;
- Clean, wash and disinfect kitchen and/or lunch areas to include sink, stove, fridge, microwave, cupboards, coffee machines and water machines on a bi-weekly basis;
- Clean entrance and exit areas, including mats, glass doors and hardware daily;
- Conduct minor maintenance and repairs, change light bulbs or fixtures, using ladder as required and within the scope of personal qualifications; report major repair requirements and any vandalism to supervisor;

- Clean windows and windowsills using ladder, as required; spot clean walls from finger marks and dirt as required to maintain cleanliness;
- Ensure cleaning materials and supplies are stored in a safe and orderly manner, maintain adequate supply of cleaning materials and supplies, requisition stock replenishment in a timely manner to ensure no disruption to service;
- Snow removal from walkways, salt walkways as required, remove litter and wastepaper from perimeters surrounding the building as required to maintain safety and cleanliness;
- Set up and clean up designated areas for special functions and/or activities as directed, carry, lift, move and arrange furniture for appropriate set up; make arrangements to have any equipment, accessories and supplies laundered or cleaned and properly stored;
- Provide building security to include opening, closing, locking, unlocking the Douglas Street Recreation Centre daily;
- Act as a point of contact for outside agencies as required;
- Report to supervisor any irregular or suspicious activity within the building or around the perimeter;
- Respond to public inquiries in a courteous manner;
- Maintain a close working relationship with staff within the department to ensure continual exchange of information;
- Other duties as assigned.

QUALIFICATIONS

Education, Training and Experience:

- Minimum two (2) years custodial experience;
- Completion of grade twelve (12) or equivalent;
- Experience in operating light cleaning equipment such brooms, vacuums, mops;
- Knowledge of standard cleaning procedures, chemicals, products and equipment; experience in mixing and using cleaning chemicals and materials relative to the job;
- Working knowledge of and ability to independently use hand tools, such as hammers, screwdrivers, pliers and plungers.

Technical Knowledge:

- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Completion of Workplace Hazardous Material Information System Training (WHMIS), an asset;
- Emergency First Aid, an asset;
- Knowledge of assigned equipment, materials and tools associated with the work and procedures relevant to the work.

Competencies:

- Excellent interpersonal skills;
- Excellent communication skills;
- Excellent organizational skills;
- Possess problem solving ability; demonstrate sound work ethics; be self-directing; have the ability to prioritize and multi-task.

Special Requirements:

- Criminal Records Check;
- Required to exercise discretion when dealing with public and/or confidential information.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Work involves moderate to heavy lifting, bending, stretching, kneeling and climbing.
- Operation of light cleaning equipment.
- Exposure to dirt, dust, foul odours and cleaning chemicals.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture:

(Signature)

(Date)

Employee:

(Signature)

(Date)