

BRUCE MINES
CUSTODIAL POSITION

This position will provide custodial services to the Town of Bruce Mines at the following locations: Municipal Office, Medical Centre, Community Hall, Marina (spring start-up only) and Campground (spring start-up only). Cleaning is on a weekly, monthly and seasonal basis.

Municipal Office

Weekly

Provide cleaning services for the office building twice a week - on the weekend or after 4:30pm on a weekday.

Sanitize hard surfaces including, but not limited to countertops, desks, board room tables, door handles, light switches, sinks, and taps.

Clean and disinfect washrooms, replace supplies

Vacuum floors

Clean dishes

Empty waste containers

Monthly

Dusting desks and hard to reach surfaces

Vacuum under desks and cabinets

Clean interior of entrance doors and windows

Move carpets and sweep and wet mop floors

Medical Centre

Provide cleaning services for the common areas of the building and washrooms which will be performed on normal business days afterhours: after 5:00pm or before the offices open at 9am.

Sanitize hard surfaces including, but not limited to patient chairs, handrails, door handles, light switches.

Clean and disinfect washrooms, replace supplies

Vacuum carpeted floors as required in public areas

Sweep, dust mop, wet mop, wax tile flooring

Dusting of furniture

Empty waste containers on a daily basis

Clean interior and exterior of windows

Scrubbing and waxing of floors as required

Community Hall

Weekly

Check if kitchen needs cleaning, counters and floors

Empty the waste containers

Clean and disinfect washrooms, replace supplies
Sweep / vacuum the floors
Disinfect door handles

Monthly

Clean the windows on the inside
Vacuum and disinfect the lobby areas and stairwells

Per Event

Following an event, clean the floors, kitchen, empty the waste containers

Seasonal - Spring Cleaning

Municipal Office

Scrubbing and waxing of floors as required
Special maintenance cleaning such as blinds and windows in offices.
Other custodial duties as required

Marina

Washrooms, cleaning and vacuuming and disinfecting
Showers, cleaning and vacuuming and disinfecting
Kiosk, cleaning and vacuuming and disinfecting

Campground

Washrooms, cleaning and vacuuming and disinfecting
Office, cleaning and vacuuming and disinfecting

Hall

Wax floors

Medical Centre

Wax floors
Clean the windows

Seasonal - Fall Cleaning

Municipal Office

Wax floors
Clean the windows

Hall

Wax floors
Clean exterior windows

Medical Centre

Wax floors
Clean the windows

Please submit a cover letter and resume no later than **4:00p.m.**
September 27, 2024

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c/o Judy Davis, Municipal Administrator
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