



POSITION DESCRIPTION

CUSTODIAN/RINK ATTENDANT January 2025

REPORTS TO:

Public Works Superintendent

POSITION SUMMARY:

Under the direction of the Public Works Superintendent, the Custodial Attendant will be responsible for maintaining clean, accessible, presentable, and safe municipal facilities, and provide relief support for duties at Parks, Recreation and Cemetery properties, as required.

MAJOR DUTIES & RESPONSIBILITIES:

General

1. Performs cleaning and safety duties of municipal facilities by responding to public complaints or concerns of unmanaged areas, operating all vehicles in a safe, alert and cautious manner, performing minor repairs and maintenance on township buildings and facilities as directed by the Public Works Superintendent and ensuring that facilities are cleaned and in safe condition.

Community Centre

1. Follow up with administration staff if a problem or issue is identified by renters prior to or during a rental taking place.
2. Inspect the hall interior after each rental to ensure the facility is left in an acceptable manner. Hall inspections and cleaning to generally be carried out within 24 hours of any given rental and prior to any subsequent rentals taking place. Inspections require verifying that doors/windows are properly closed and locked, lights are off and water faucets/toilets are shut off.
3. Ensure all bathrooms are cleaned and dispensers are full of required product after every event.
4. Ensure kitchen sink(s), counters, fridge, stove and dishwasher is clean. Tea towels can be used by individuals/groups renting the facility but are not to be removed from the hall. Responsible for laundering tea towels and returning them to the facility for use. Follow up with administration staff if new tea towels are required.
5. Conduct physical inspections of the Community Centre facility for damages after each rental and report the findings to administration staff and log and maintain inventory.
6. Transport garbage from facility to the Landfill Site.
7. Ensure floors are kept swept at all times and mopped weekly.



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8. Outdoor windows to be cleaned seasonally as required; and indoor windows to be cleaned monthly and should be completed during non-rental times.
9. Kitchen cupboards and drawers and all dishes to be cleaned quarterly or as needed and should be completed during non-rental times.
10. Restock and order necessary cleaning products and materials through cooperation with the administration staff.
11. Clean Exhaust Hood and vent system; semi-annually.
12. Maintain outside sign board.
13. Maintain sound system.
14. Responsible for maintaining water systems and completing water testing as per legislated requirements at Community Centre and Municipal Office.

Municipal Buildings (Municipal Office/Fire Hall)

1. Cleaning of facilities, including but not limited to light dusting; vacuuming, sweeping, mopping and cleaning of kitchen and washroom facilities, minimum weekly or as required.
2. Remove garbage and recycling and transport to landfill site, as required.
3. Restock and order necessary cleaning products and materials through cooperation with the administration staff.
4. Conduct regular inspections for general cleanliness, weekly inspections for damages, defects and malfunctions.
5. Responsible for laundering tea towels.
6. Outdoor windows to be cleaned seasonally as required; and indoor windows to be cleaned, as required.
7. Maintain garden beds (Community Centre and Municipal Office).

Park Facilities including Rink Surface and Building including Washrooms, Doe Lake Beach

1. Cleaning and maintenance of washroom facilities, dusting, sweeping, mopping as required.



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2. Remove garbage and recycling, as required.
3. Restock and order necessary cleaning products through cooperation with the administration staff.
4. Conduct regular inspections for general cleanliness, weekly inspections for damages, defects and malfunctions.
5. Maintenance of the Township ice skating rink (shovelling, scraping, flooding) during the winter months and sweeping and cleaning of rink surface during all other months. Ensuring rink rules are followed by patrons.

Parks and Recreation Supply Staff

1. Assisting the Seasonal Summer Labourer with maintaining clean, accessible, presentable, and safe municipal parks and recreational grounds as well as landscaping and maintenance at municipal facilities on an as required basis by:
 - a) Grass cutting / trimming / landscaping at municipal properties;
 - b) Removing any waste from park grounds and municipal buildings;
 - c) Operating snow-blower to allow access to parks and municipal buildings when required;
 - d) Operating all vehicles in a safe, alert, and cautious manner;
 - e) Perform minor repairs and maintenance on Township buildings and facilities as directed by Public Works Superintendent;
 - f) Ensures that park rest facilities are cleaned and in safe condition;
 - g) Maintaining a hazard free work area by performing daily cleaning duties.

Roads

1. Assists with public works related work including flagging, road maintenance or other duties as assigned by the Public Works Superintendent.
2. Adheres to all municipal safety policies and procedures and Provincial standards and regulations in the performance of assigned duties.

Other Associated Duties

1. Performs other associated duties as directed by the Public Works Superintendent.



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EDUCATION / EXPERIENCE / SKILLS:

1. Grade 12 or an equivalent combination of education and related experience.
2. Valid Driver's "G" license with an acceptable driver's abstract is required and acceptable police records check.
3. Experience in cleaning and maintaining facilities and knowledge of township facilities.
4. One year of relevant customer service or operations experience.
5. Understanding of occupational Health and Safety Standards (OHSA), Township Safety Policy and procedures.
6. Efficient time management skills.
7. Experience in operating and maintaining equipment.
8. Ability to work in a fast-paced environment with a high level of professionalism with minimal supervision.
9. Must be able to provide own vehicle on occasion when Township vehicle is not available. Mileage will be reimbursed as per Township policy.
10. Weekend work will be required.

Independence of Action

The job requires the application of established methods or procedures; may involve some choice of methods.

Mental Effort

Attentiveness is required to accomplish the tasks needed for this position.

Physical Effort

Physical effort is required while cleaning in excess of two hours. Moving furniture, stooping and light lifting.

Dexterity

The coordination of coarse movements is required when using cleaning equipment.

Accountability

Actions have little effect and are routinely checked.



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Safety of Others

Some degree of care is required to prevent injury or harm to others.

Supervision

Supervisory responsibilities are not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

Contacts

Maintain working relationships.

Working Conditions

The work is performed in an environment with occasional exposure to major disagreeable conditions or hazards, poor lighting, inclement weather, noxious odours, etc.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.