



## POSITION DESCRIPTION

**POSITION:** Custodian  
**REPORTS TO:** Clerk  
**RANGE:** \$19-\$23 Hourly

### SUMMARY OF FUNCTION:

The Custodian is responsible for maintaining the cleanliness and upkeep of Prince Township properties, including the Township main building, library, kitchen, washrooms, offices, hallways, and entrances. This role also extends to external facilities such as the Pavilion, Museum, and Fire Hall. Additionally, the Custodian is responsible for identifying and reporting any required maintenance and ensuring that necessary supplies are ordered in a timely manner.

### ORGANIZATIONAL RESPONSIBILITIES:

**COMPETENCY 1:** Responsible for cleaning Township property, reporting any maintenance required and ordering supplies as needed.

### Demonstrated and evidenced by:

#### On Each shift, cleaning the following:

##### Library:

- Vacuuming and dusting
- Wiping down door handles and all commonly touched areas
- Emptying garbage and recycling
- Performing other duties as assigned

##### Big Hall:

- Sweeping and moping if necessary
- Dusting window ledges and other ledges
- Wiping down door handles
- Emptying garbage
- Performing other duties as assigned

##### Kitchen:

- Cleaning sinks
- Wiping down appliances
- Wiping down counters

- Wiping down door handles and cupboard handles
- Emptying garbage
- Performing other duties as assigned

**Washrooms:**

- Cleaning all toilets and sinks
- Replenishing toilet paper and paper towels
- Cleaning mirrors
- Sweeping and mopping floor
- Emptying garbage
- Performing other duties as assigned

**Main Office:**

- Vacuuming
- Emptying garbage and recycling
- Wiping down door handles
- Washing dishes
- Dusting desks (around papers if possible)
- Dusting window ledges and other ledges
- Performing other duties as assigned

**Museum:**

- Sweeping and generally keep tidy.
- Emptying garbage
- Performing other duties as assigned

**Main hallway, all entrances, and stairs:**

- Sweeping and mopping
- Performing other duties as assigned

**Fire Hall:**

- Sweeping and mopping if necessary
- Vacuuming
- Emptying garbage and recycling
- Wiping down door handles
- Dusting desks (around papers if possible)
- Dusting window ledges and other ledges
- Performing other duties as assigned

**Pavilion:**

- Wiping down the fridge (as needed)
- Winter bathroom stocking and maintenance
- Performing other duties as assigned

**Performing Other Duties Periodically:**

- Dusting on top of doors and door frames
- Dusting overhead pipes

- Cleaning stove
- Cleaning fridge
- Cleaning windows
- Ordering and picking up cleaning supplies
- Performing any other duties as assigned.

**Outcomes:**

1. The buildings are cleaned in a consistent manner and with quality.

**COMPETENCY 2: Effective internal and external communications and relations with other employees, the Clerk, Mayor, and Councillors, and members of the public.**

**Demonstrated and Evidenced By:**

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion.
- Listening carefully to others.
- Always communicating and relating to others in a respectful and professional manner.

**Outcomes:**

1. Effective communications and relationships are established and maintained with all employees, the Mayor and Council members.
2. Members of the public are satisfied with the communications and relationships with staff.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MUST HAVE A CLEAN CRIMINAL RECORD**

**EDUCATION and/or EXPERIENCE:**

- Minimum High School diploma
- Minimum three months experience – could be on the job experience.
- Preferred knowledge and experience with cleaning protocols.

**LANGUAGE SKILLS:**

- Ability to read and understand documents such as policy and procedure manuals, and Materials Safety Data Sheets.

**COMMUNICATION SKILLS:**

- Ability to communicate with others in a pleasant and respectful manner.

**REASONING ABILITY:**

- Ability to apply good judgement and understanding to carry out written, or oral instructions.

**CONFIDENTIALITY:**

The successful candidate must recognize that the office handles sensitive and confidential information. Employees are expected to respect and maintain the confidentiality of all data, records, and conversations encountered during their duties. This includes refraining from accessing information that is not relevant to their role and ensuring that no confidential information is shared or discussed outside of the workplace.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working independent of others and with moderate direction
- Working collaboratively as a member of a group/team

**ESSENTIAL DUTIES:**

- Manual dexterity – use of hands, arms, legs in the operation of cleaning equipment such as a vacuum, mop, broom.

**HOURS OF WORK:**

This is a part-time position of two three-hour shifts per week on Wednesdays and Sundays after 4:30 pm. The Custodian may be requested to work additional hours to clean such as following events.

**Date Revised:** Jan 2025

**Approved By:** Clerk