



EMPLOYMENT OPPORTUNITY: PART-TIME CUSTODIAN

The Village of Hilton Beach Custodian is responsible for all aspects of cleaning for the Municipal Office, the Waterfront Centre common areas, Community Hall, and Mariner's Lounge as described below.

DUTIES AND RESPONSIBILITIES

- Performs custodial maintenance duties, including dusting, mopping, finishing floors, vacuuming, disinfecting, cleaning, waste removal, cleaning restrooms, and restocking supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties garbage and recycling receptacles and bags garbage and recycling for proper disposal.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal, project or event requirements.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Completes required workplace health and safety training.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
- Interact with the public and employees at the Waterfront Centre Post Office, the Municipal Office, and the Marina.
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS/KNOWLEDGE AND SKILLS

- Must be able to work unsupervised, be available to work flexible hours, and provide a Police Record Check.
- Ability to work independently and as part of a team and communicate well with others.
- Ability to perform the physical aspects of the position, working on their feet for a complete shift.
- Knowledge of Occupational Health and Safety Act and ensure all aspects are being adhered to.
- Knowledge of operating defibrillator located at Community Hall and Marina.
- Provide excellent customer service; answer public inquiries if approached, for example directions to Marina or Municipal Office.

WORKING CONDITIONS

- A work schedule is supplied on a weekly basis.
- A minimum of 6 hours per week is expected, with additional hours as needed.
- Fitness is paramount with the ability to bend, stretch, walk, and lift/move cleaning equipment.

REMUNERATION:

- Commensurate with the qualifications and experience of the successful candidate.

**Qualified applicants are invited to submit a letter of interest and resume
by Friday March 10th to:**

Jillian Hayes, Clerk-Treasurer
jillian@hiltonbeach.com

Village of Hilton Beach
3100 Bowker Street, P.O. Box 25
Hilton Beach, ON P0R 1G0

All applicants are thanked for their interest, but only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer, and all information will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.