

The Town is seeking an energetic individual to join our janitorial team. Reporting to the Manager of Parks & Facilities, Janitorial Staff will be responsible for the daily cleaning of the assigned areas within the Parks, Recreation and Culture Department. The facilities that the janitorial staff will work within are the P & H Centre and Aquatic Centre. This position will:

- Perform nightly cleaning and disinfection of pool changerooms, showers, public washrooms, lobby amenities (ie. food court area) and dryland fitness equipment.
- Performs regular cleaning and disinfection of Parks and Recreation offices.
- Performs weekly cleaning tasks in kitchen areas, lockers, walls, baseboards and windows.
- Utilizes various cleaning equipment including vacuum and floor scrubbers.
- Be required to work nights, weekend and some statutory holidays.

Our ideal candidate will possess demonstrated initiative and a desire to ensure quality and clean facilities. A complete job description is available on request.

The Town of Hanover salary range for this union position is currently \$15.86 per hour. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email, no later than 4:00pm on Monday, July 16, 2018 to:

Town of Hanover
341 10th Street, Hanover, ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Town of Hanover will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. Information is collected solely for the purpose of job selection. Thank you.

P & H Centre Janitor - Part-Time

Corporation of the Town of Hanover

Task List

22/04/2016 10:35:55AM

Summary:	Responsible for ensuring service excellence, and maintaining general cleanliness of areas assigned. Reporting to the Manager of Parks and Civic Facilities, the P & H Centre Janitor performs a crucial role in the presentation and maintaining a healthy and inviting environment in the high traffic recreation complex. Duties assigned will include, but are not limited to: Cleaning of public washrooms, cleaning administration areas, cleaning meeting rooms, cleaning the fitness area, floor cleaning, interior window and glass cleaning and trash collection. The P & H Centre Janitor must be able to work with limited supervision and maintain a high level of enthusiasm and a continuous commitment to a strong work ethic and customer service.		
Location:	Recreation Complex, Culture and Civic Facilities	Group:	union
Department:	Parks, Recreation & Culture	Family:	
Scenario:	union	Reports To:	Manager of Parks and Civic Facilities
Job ID:	55	Last Updated:	18/04/2016

Tasks:

Supervision

- 1. Works in cooperation with other members of the facilities maintenance team, PRC Department Staff, the Facilities Lead Hand and the Manager of Parks and Civic Facilities.

Administration

- 2. Shift log sheet entries.

Caretaking

- 3. Cleans and disinfects public washrooms, pool changerooms, showers, lobby areas, office spaces, elevator, meeting room, cabinetry and kitchen counter spaces.
- 4. Empties refuse from containers and places garbage and recyclables in appropriate containers outside.
- 5. Vacuums, dry and/or wet mops and scrubs all areas assigned, including floors, baseboards, high ledges, stairs and lockers.
- 6. Brings appropriate supplies from storage area.
- 7. Cleans windows, doors, including ledges, handles and kickplates, inside and out
- 8. Cleans tables, chairs, drink rails in lobby spaces
- 9. Cleans and disinfects walking track and fitness equipment
- 10. Assists with scheduled pool shutdown tasks.
- 11. Assists with cleaning arena seats as assigned.

Customer Service

- 12. Receives feedback from customers and forwards to supervisor for follow up.

Other

- 13. Performs other duties as assigned by management.
- 14. Adheres to all related health, fire and safety regulations.
- 15. Complies with policies and procedures of the Municipality.
- 16. May be required to work evenings, nights and weekends.
- 17. Follow and ensure staff abides by the Department's Policies and Procedures as documented for part-time staff.

Knowledge, Skills & Experience

- 18. Strong work ethic.
- 19. Strong communication skills.
- 20. The ability to learn and implement new skills.
- 21. Ability to work independently and without direct supervision.
- 22. Attention to detail, organizational and time management skills.

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Knowledge, Skills & Experience

- 23. Ability to be flexible and adapt to changing situations.
- 24. Well-developed interpersonal and relationship building skills.
- 25. Available to work evenings, weekends and holidays as required.
- 26. Possess Criminal Records Check with results satisfactory to the Town.
- 27. Work in compliance with the provisions of the Occupational Health and Safety Act and Town of Hanover's health and safety policies and procedures.