



JOB DESCRIPTION

TITLE: Labourer Cleaner (1-1.5 Hours Per Day - Under Review)

REPORTS TO: Treasurer

LOCATION: Township Offices/Library

SUMMARY: The Labourer Cleaner carries out general cleaning duties and other related duties as assigned.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Follows and completes Municipal Office Cleaning Checklist/Log daily.
2. Receives and carries out instructions from Supervisor.
3. Cleans and vacuums offices, floors, furniture, fixtures, etc.
4. Scrubs, mops and cleans washrooms and floors.
5. Replenishes washroom and other supplies.
6. Washes walls, windows, trim and cleans light fixtures etc. at least quarterly or as required.
7. Collects and disposes of garbage.
8. Dusts desks, tables, furniture and office equipment.
9. Observes Health and Safety Rules and Regulations at all times.
10. Observes Township of Hornepayne Policies and Procedures at all times
11. Performs other duties as assigned.

SKILL

Must possess general office cleaning skills and be able to carry out such duties.

EDUCATION/EXPERIENCE:

High School Diploma

Minimum 6 months general cleaning experience.

The Township may consider a different combination of education and experience where appropriate.

ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

Competent to work independently to carry out cleaning and related duties.

DESIRABLE:

N/A



EFFORT:

Physical effort consistent with general office cleaning duties, such as mopping, scrubbing, sweeping, vacuuming, collecting garbage, etc.

WORKING CONDITIONS:

General office cleaning environment. Short durations (1-1.5 Hours per day).

Prepared: October 2019