

Town of Bassano Administrative Office – Custodian  
Job Description

**Town of Bassano Administrative Office - Custodian  
Job Description**

**Appointed By:** Amanda Davis, CAO

**Term:** March 1, 2021- December 31, 2021

**Location:** Town of Bassano Administrative Office (502 2nd Avenue)

**Compensation:** \$300.00 per month (flat rate)

**Summary**

Under the direction of the Chief Administrative Officer, Custodian(s) are responsible for performing janitorial duties to maintain the clean and professional appearance of the Town of Bassano Administrative Office. The cleanliness of Town facilities directly impacts how residents perceive the quality of our services and beautification standards set by our local government.

**Hours of Work**

Once per week (4 hours between Friday 6:00pm and Monday 6:00am – Cleaning shall not occur when facility is in use).

**Requirements**

1. Current criminal record check.
2. WCB.
3. Commercial General Liability Insurance – minimum 1 million.
4. Janitorial Service Bonds
5. References from previous work experience.

**Confidentiality**

Custodian(s) are required to maintain a professional level of confidentiality. Privacy and security must be maintained both to protect the sensitive information stored at the facility and the Town's reputation as a trusted governing body.

**Skills and Competencies**

The Town of Bassano Administrative Office – Custodian(s) must possess the following skills and competencies:

- Attention to detail.
- Learn, use, and maintain cleaning equipment and materials with skill and efficiency.
- Understand and carry out oral and written instruction.
- Ability to prioritize multiple tasks.
- Work effectively in the absence of supervision.
- Maintain courteous and consistent communication with those you come in contact with during the course of your work.
- Cleaning or janitorial experience is an asset.

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**General Work Duties**

The Town of Bassano Administrative Office Custodian(s) duties include but are not limited to:

- Vacuuming, sweeping, and mopping of floors.
- Cleaning and sanitizing bathrooms.
- Disinfecting all high touch surfaces.
- Dusting and cleaning office desks, chairs, and furniture.
- Empty all trash cans, and replace liners, and clean cans as required.
- Restocking supplies in bathrooms and kitchen.
- Wash and return all dish clothes, cleaning clothes, and rags.
- Maintain janitorial closet in a clean, safe, and organized manner.
- Wash windows (interior and exterior).
- Clean and sanitize kitchen appliances.
- Report cleaning supplies inventory to Accounts Receivable Clerk monthly. See *Appendix B: Inventory Tracker*.
- Proper labeling and dilution of all chemicals according to MSDS.

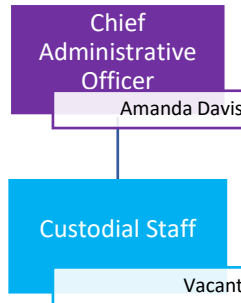
The Town of Bassano will provide all cleaning products and tools to be used. *Cleaning supplies are not to be shared between facilities and must remain at the facility in which they were purchased for.*

For a full cleaning list, procedure, and frequency of cleaning refer to *Appendix A: Cleaning Task list and Process*.

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**Reporting Flow Chart:**

The CAO or designate shall be the main point of contact with custodial staff.



The CAO will provide direction to the Custodian(s) regarding cleaning and professional expectations. The Custodian(s) shall report to the CAO if they are unable to complete contracted cleaning (e.g. sick) or if they have concerns related to work duties.

**Communications Plan:**

Custodian(s) are responsible for maintaining communication with the following Town of Bassano administrative staff members.

Facility Operations Assistant
Facility Operations Assistant shall:
<ul style="list-style-type: none"><li>▪ Send the Custodian(s) the facility schedule via email on the 1<sup>st</sup> of each month (or the following business day)</li><li>▪ Notify the Custodian(s) if changes are made to the schedule after the 1<sup>st</sup> of each month</li></ul>
Custodian(s) shall:
<ul style="list-style-type: none"><li>▪ Notify the Facility Operations Assistant via email if areas within the facility are repeated unclean beyond the normal amount.</li></ul>

Accounts Receivable Clerk
Accounts Receivable Clerk shall:
<ul style="list-style-type: none"><li>▪ Order cleaning supplies according to the monthly inventory list provided by the Custodian(s)</li><li>▪ Inform the Custodian(s) of order status and when items are available for pick-up.</li></ul>
Custodian(s) shall:
<ul style="list-style-type: none"><li>▪ Submit a hard copy monthly inventory sheet to the Accounts Receivable Clerk (leave on desk) by the 1<sup>st</sup> of each month. Inventory sheets will be available inside the janitorial room.</li></ul>
<i>See Appendix B for Monthly Inventory Check List.</i>

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**Working Conditions:**

<b>Physical Demand</b>	<b>Sensory Demands</b>
<p>The custodial role is a physically demanding job. He/she must be able to crouch, bend, and move around for extended periods of time.</p> <p>As the Custodian(s) shall be handling potentially dangerous materials and chemicals, he/she must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p>	<p>The Custodian(s) may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic chemicals and must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p>
<b>Environmental Conditions</b>	<b>Mental Demands</b>
<p>The Custodian(s) be prepared to complete some tasks outside (E.g. Taking out the trash or recycling) in all types of weather.</p>	<p>The Custodian(s) must work independently and are expected to maintain a consistent cleaning schedule. Changes to facility use and bookings may lead to changes in the custodians cleaning schedule and increased stress to complete tasks in a limited time.</p>