

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

Appointed By: Amanda Davis, CAO

Term: March 1, 2021- December 31, 2021

Location: Town of Bassano Thrive Fitness Centre (518 2nd Avenue – Unit B)

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 Thrive Fitness Centre. 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 (1.5 hours during low activity times – Custodian(s) shall avoid cleaning when the 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 personal information and the Town's reputation as a trusted governing body and service provider.

Skills and Competencies

The Town of Bassano Thrive Fitness Centre – 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 Thrive Fitness Centre 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 fitness equipment
- Turn on all equipment to check if it is operating properly. Report any concerns.
- Empty all trash cans, and replace liners, and clean cans as required.
- Restocking supplies in bathrooms.
- Maintain janitorial closet in a clean, safe, and organized manner.
- Wash windows (interior and exterior).
- Report if the facility has been vandalized or damaged by users or the public.
- Report cleaning supplies inventory to Accounts Receivable Clerk monthly. See *Appendix B: Inventory Tracker*.
- Proper labeling and dilution of all chemicals according to MSDS.

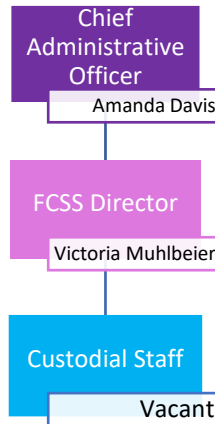
The Town of Bassano will provide all cleaning products and tools to be used. *Cleaning supplies are not to be shared between facilities and must remain at the facility in which they were purchased for.*

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 FCSS Director shall be the main point of contact with custodial staff.



The FCSS Director will provide direction to the Custodian(s) regarding cleaning and professional expectations. The Custodian(s) shall report to the FCSS Director 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 and FCSS Director.

FCSS Director
FCSS Director shall: <ul style="list-style-type: none">▪ Notify the Custodian(s) via email if there are times in which they will not be able to clean the facility due to planned events or rentals.
Custodian(s) shall: <ul style="list-style-type: none">▪ Notify the Facility Operations Assistant via email if areas within the facility are repeated unclean beyond the normal amount or if the facility has been damaged.

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

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Working Conditions:

Physical Demand	Sensory Demands
<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>
Environmental Conditions	Mental Demands
<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>