

# **VILLAGE OF LEASK – Janitorial Position (Contract)**

## **Butler Building**

### **Responsibilities**

Clean Rooms and sweep and wash floors in the following areas:

#### **Library – Twice Per Week (Tuesdays and Fridays)**

- Dry mop or sweep floors
- Wet mop floors with vinegar solution as needed. *\*\* (approx. 13 cups with a gallon of water and drop or two of dish soap)*
- Garbage/Recycling emptied
- Vacuum carpet and couch as needed
- Dust shelves and window ledge once a month
- Clean interior windows once a month
- Wipe down computer, door handles and etc with Lysol Wipes
- Clean washrooms

#### **Common Area/Lobby – Twice Per Week (Tuesdays and Fridays)**

- Dry mop or sweep floors
- Wet mop floors with vinegar solution as needed.
- Clean door mats
- Clean door handles with Lysol wipes

#### **Museum – Once Per Month**

- Dry mop or sweep floors
- Wet mop floors with vinegar solution as needed.
- Clean door mats
- Clean door handles with Lysol wipes

You are not responsible for cleaning of the following areas:

- Snow Clearing

### **Alternate**

You are required to provide an alternate person that would be working in your stead in the event that are not able or available to attend to your duties for whatever reason. Because of the security standards for this building, the alternate must be in place at the time of applying and must be approved by Council

### **Cleaning Supplies**

You are responsible for purchasing the cleaning products and supplies you require to perform your duties satisfactorily.

The Village will purchase or provide garbage bags, light bulbs, brooms and mops ( replacement heads are your responsibility) paper towels for hands, toilet paper, hand soap.

### **Note**

Should you identify any repairs that are required, items that require replacing, or have any other concerns with respect to the building or your duties, immediately bring to the attention of the Village Administrator

## Community Hall

### Responsibilities

- Coordinate times with the Village Administrator for rentals
- After an event:
  - Make sure areas are clean and free of dirt, dust and debris
  - Clean all washrooms
  - Report any damages to the Village Office asap
  - Be sure all lights, doors and kitchen areas are in good working order
  - toiletries and stock items are available

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