TOWN OF NIVERVILLE

POSITION TITLE:	**COMMERCIAL CLEANER**
REPORTS TO:	**DIRECTOR OF HUMAN RESOURCES & PAYROLL**
JOB TYPE:	**FULL-TIME**

POSITION SUMMARY

The Cleaner will be responsible for the cleaning of municipally owned facilities including but not limited to Town Administration Office, RCMP office, operations shop, Niverville Open Health, fire hall, and recreational facilities.

Responsibilities:

- Sweep, mop and vacuum all types of floors
- Dust furniture, counters and light fixtures
- Scrub and clean toilets, sinks and mirrors
- Empty trash cans and replace liners
- Restock bathroom & kitchen supplies like soap and paper towels
- Wash interior windows and glass surfaces
- Report building repairs or broken items to managers
- Capable working in an environment with cleaning standards and chemicals
- Other duties as assigned by the Director of Human Resources & Payroll & CAO

Qualifications:

- Valid Class 5 driver's license, with reliable vehicle
- Be available to work outside of normal working hours
- Ability to stand, walk, and bend for extended periods
- Able to lift up to 30 pounds
- Previous experience preferred, but not required
- Strong communication skills, both written and verbal
- Be able to work independently with minimal direct supervision
- Child Abuse Registry Check must be obtained by the end of the probation period, and maintained throughout employment.

CORE COMPETENCIES

✓ Integrity & Trust	Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
✓ Accountability	Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
✓ Service Orientation	Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

BEHAVIOURAL COMPETENCIES

✓ Communication Skills—Oral	Demonstrates the ability to speak thoughts and express ideas effectively in individual or group situations.
✓ Communication Skills--Written	Demonstrates the ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organization and structure.
✓ Problem Solving	Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.
✓ Action Oriented	Can be counted on to get things done.
✓ Self-Confidence	Belief in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition or conflicting ideas.
✓ Collaboration	Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

✓ Innovation & Creativity	Develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems or ideas.
✓ Planning & Organizing	Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining work flow and meeting deadlines.

GENERAL:

Employee is expected to work 40 hours per week. Hours will include daytime and evening hours, schedule to be determined with successful candidate.

PROBATION PERIOD

The employee shall have a 3-month probation period, if a new hire.

PLACE OF WORK

Work location: At any municipally owned facilities.

Schedule to be determined with successful candidate:

Expectations:

Town Administration Office

To be cleaned weekly.

The administration office is split over two floors. The main floor includes public space, meeting rooms, workstations, and washrooms. The second floor includes a kitchen/training space, washrooms, and workstations.

- Floors to be swept / vacuumed, with hard surface flooring to be washed where necessary and carpets to be spot cleaned when necessary.
- Garbage and recycling containers to be emptied during each cleaning shift and brought to a collection site outside of 329 Bronstone Drive.
- Rest rooms and toilets to be kept clean at all times, including toilet bowls.
- Metal and kick plates to be cleaned and polished when necessary.
- Decorations to be dusted when necessary.
- Kitchen to include wiping of counter surfaces, tables, chairs, exterior surfaces of dishwasher, range, fridge and microwave (including interior) to be wiped off as necessary.
- Furniture, woodwork and counter fittings including filing cabinets to be dusted weekly, cleaned and polished as necessary.
- Marks from walls should be cleaned as necessary but should not spoil the general appearance of the walls.
- Ceiling and wall grills should be dusted and cleaned as necessary.
- Glass doors and inside glass partitions to be cleaned weekly.
- Interior windows are expected to be cleaned twice per year as required.

Operations Shop

To be cleaned bi-weekly.

The Operations shop includes office space, kitchen, washroom, and locker space.

- Floors to be swept / vacuumed weekly, with hard surface flooring to be washed where necessary and carpets to be spot cleaned when necessary.
- Garbage and recycling containers to be emptied during each cleaning shift and brought to a collection site outside of 329 Bronstone Drive.
- Rest rooms and toilets to be kept clean at all times, including toilet bowls.

- Kitchen to include wiping of counter surfaces, tables, chairs, exterior surfaces of fridge and microwave (including interior) to be wiped off as necessary.

Fire Department

To be cleaned biweekly.

The fire hall includes a training room, locker rooms, and washrooms.

- Floors swept / washed.
- Garbage and recycling containers to be emptied during each cleaning shift and brought
- Rest rooms and toilets to be kept clean at all times, including toilet bowls.
- Wipe down tables, chairs, and counter surfaces.

Open Health

To be cleaned daily.

Appropriate PHIA documentation to be signed.

The clinic includes public space, washrooms, clinician rooms, and reception area.

  - Disinfect all surfaces in washroom including counters, sinks, handles, dispensers, and toilets.
  - Check and restock toilet paper, paper towels, soap and other products as needed.
  - Floors to be swept / vacuumed, hard surface flooring to be washed.
  - Clean all surfaces of benches and chairs.
  - Disinfect tables and reception ledge.
  - Disinfect exam beds on all lab surfaces, including drawers, sides and mattresses.
  - Clean and disinfect all counter tops, cabinets, and ledges.
  - Wipe down all telephones.
  - Marks from walls should be cleaned as necessary but should not spoil the general appearance of the walls.
  - Garbage and recycling containers to be emptied during each cleaning shift and brought to assigned area for disposal.
  - Glass doors to be cleaned as needed.

Desk spaces are not to be cleaned in any spaces.

Niverville CRRC

The Niverville CRRC is two floors including public space, multi-purpose rooms, washrooms, and kitchens.

- Floors to be swept / washed.
- Garbage and recycling containers are to be emptied during each cleaning shift and brought to the collection site outside of 501 Centre Street.
- Kitchen includes the wiping of counter surfaces, tables, chairs, exterior surfaces of dishwasher, fridge and microwave (including interior) to be wiped off as necessary.
- Rest rooms and toilets to be kept clean at all times, including toilet bowls.
- Marks from walls should be cleaned as necessary but should not spoil the general appearance of the walls.
- Interior windows, glass doors and glass partitions to be cleaned weekly, or as needed.

RCMP Office

To be cleaned weekly.

Appropriate security clearances are needed to enter this space.

This space includes a public space, washrooms, kitchen area, workstations, and meeting rooms.

- Floors to be swept / vacuumed, with hard surface flooring to be washed where necessary and carpets to be spot cleaned when necessary.
- Garbage and recycling containers to be emptied during each cleaning shift, with containers to be cleaned when necessary.
- Rest rooms and toilets to be kept clean at all times, including toilet bowls.
- Metal and kick plates to be cleaned and polished when necessary.
- Kitchen to include wiping of counter surfaces, tables, chairs, exterior surfaces of dishwasher, fridge and microwave (including interior) to be wiped off as necessary.
- Furniture, woodwork and counter fittings including filing cabinets to be dusted weekly, cleaned and polished as necessary.
- Marks from walls should be cleaned as necessary but should not spoil the general appearance of the walls.
- Ceiling and wall grills should be dusted and cleaned as necessary.
- Glass doors and inside glass partitions to be cleaned weekly.
- Interior windows are expected to be cleaned twice per year as required.