



TOWN OF CLARESHOLM EXTERNAL JOB POSTING PERMANENT PART-TIME

Janitor

The Town of Claresholm is looking to fill the position of Janitor, who, under the direction of the Director of Infrastructure, will be primarily responsible for the cleaning of several Town of Claresholm owned buildings. This is a permanent part-time union position, under the C.U.P.E. Local 3023 contract with the Town of Claresholm. It is for up to 20 hours per week.

The following are some, but not all inclusive of, the Janitor duties:

- Maintaining the cleanliness of several town-owned buildings including the Town Administration building, Public Works building, Fire Hall, Museum and any other areas deemed necessary by the Director of Infrastructure.
- Vacuuming where necessary.
- Cleaning washrooms.
- Washing floors.
- Cleaning windows (inside only).
- Sanitizing all surfaces in offices, boardrooms, staff rooms etc.
- Emptying garbage in all areas.
- Ordering of all cleaning supplies in a responsible and economical manner.

Minimum qualifications:

- A high school diploma.
- One (1) year of direct work experience in a janitorial capacity.
- Strong knowledge of the methods, materials and equipment used in janitorial work.
- Knowledge and training in safety practices and principles as applied to janitorial work.
- Knowledge of the proper use and care of mechanical cleaning equipment.
- Ability to perform a full range of janitorial duties with minimal supervision.
- Ability to be flexible with hours.
- Ability to perform duties requiring climbing, pushing, squatting, stooping and lifting materials and equipment up to 25 lbs.
- Must have own transportation.

This is a position in the contract between C.U.P.E. Local 3023 and the Town of Claresholm.

Starting rate is \$18.36 per hour.

Qualified applicants should send a cover letter and resume to Lisa Chilton with **Janitor** in the subject line.

Email: lisa@claresholm.ca

Mail: P.O. Box 1000, Claresholm, AB, T0L 0T0.

Drop off: Town of Claresholm Administration Office, 221 – 45 Avenue West.

Closing date: Monday, January 25th, 2021 at 4:00 p.m.