

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Office of the CAO Department  
Property Services Division

Requires a

**Casual Cleaner**

This position reports directly to the Property Services Supervisor and is responsible for providing cleaning and janitorial services within the County of Wellington Buildings. Duties include, but are not limited to, vacuuming, cleaning of all bathrooms, polishing woodwork, stripping and buffing vinyl composition tile and marble flooring, and ensuring that all buildings are left alarmed and secured each evening.

Shifts can be scheduled 4:30 pm to 9:30 pm, Monday to Friday. Day, evening or weekend shifts may be required; however, there are no guaranteed hours of work.

#### The minimum qualifications for this position include:

- High School Diploma or equivalent.
- Minimum three months of experience or equivalent in office and commercial cleaning.
- Experience using commercial floor buffer equipment is preferred.
- Knowledge of janitorial practices safety procedures.
- Ability to communicate effectively and work independently.
- Police Vulnerable Sector Check.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

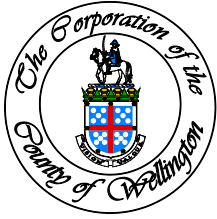
**This position offers an hourly range: \$20.24 - \$23.69 (2021 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #112-21 by Friday, July 23 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Cleaner	<b>Reports to:</b> Property Services Lead Hand
<b>Department:</b> Office of the CAO	<b>Positions Supervised:</b> 0
<b>Effective:</b> November 2003	<b>Revised:</b> June 2020

### **BASIC FUNCTION:**

This position reports directly to the Property Services Supervisor and is responsible for providing cleaning and janitorial services within the County of Wellington Buildings. Duties include, but are not limited to, vacuuming, cleaning of all bathrooms, polishing woodwork, stripping and buffing vinyl composition tile and marble flooring, and ensuring that all buildings are left alarmed and secured each evening.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Property Services Supervisor, the Cleaner has the following duties and responsibilities:

- Maintain general cleanliness of all areas.
- Thoroughly vacuum all carpets including stairwells.
- Strip vinyl composition tile and marble flooring bi-annually and apply sealers and wax.
- Operate commercial buffer and/or floor scrubber on hard surface floors.
- Wash all floors.
- Clean and sanitize all toilets/urinals and sinks, counter tops and faucets.
- Refill any machines that contain feminine hygiene products.
- Clean all inside glass windows to a height of 7 feet and exterior of glass in entrance doors.
- Dust baseboards, picture frames and mirrors.
- Polish any woodwork.
- Vacuum office chairs.
- Empty all waste baskets in offices, bathrooms, kitchens, etc.
- Ensure washroom supplies are kept stocked.
- Sanitizing of high touch areas.

### **LOCK UP RESPONSIBILITIES:**

- Ensure that all doors are locked.
- Arm alarms in each building upon completion of cleaning.
- Phone police if anyone suspicious is hanging around on the property or if any skateboarders are on the property.
- Ensure all interior lights are turned off before leaving.

**PROBLEM SOLVING RESPONSIBILITIES:**

- Following procedure should an alarm be set off in error or if the police need to be called regarding suspicious activities on the properties outside of normal business hours.

**CONTACTS:**

- Internal: other maintenance staff.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Minimum three months of experience or equivalent in office and commercial cleaning.
- Experience using commercial floor buffer equipment is preferred.
- Knowledge of janitorial practices safety procedures.
- Ability to communicate effectively and work independently.
- Police Vulnerable Sector Check.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

**OTHER:**

- Head Office Location: Administration Centre, 74 Woolwich St, Guelph.
- Off-site work locations: Buildings within the County of Wellington Administration Centre Complex, Wyndham Street Social Services Offices, South Wellington OPP Operations Centre and Centre Wellington OPP Operations Centre, Willowdale Child Care and Learning Centre.
- Hours of work: Shifts can be scheduled 4:30 pm to 9:30 pm, Monday to Friday. Day, evening or weekend shifts may be required; however, there are no guaranteed hours of work.