



## JOB POSTING

### Facility Caretaker – Temporary Full Time (6 months)

**Date of Posting:** December 11, 2024  
**Position:** Temporary Full Time, Facility Caretaker  
**Union:** CUPE Local 3487  
**Department:** Community Services

**Job Function:** Under the general supervision of the Director of Community Services, the Facility Caretaker performs janitorial and custodial duties at various municipal facilities.

**Duties Include, but are not limited to:**

- Daily janitorial duties at various municipal facilities to ensure the workplace and public spaces are maintained in a clean and orderly condition, including but not limited to:
  - Dust, sweep, mop, and vacuum floors
  - Empty trash cans and recycling bins
  - Clean and sanitize restrooms and kitchen areas
  - Restock supplies such as toilet paper, paper towels, and soap
  - Clean and sanitize high touch point areas
- Immediately report maintenance issues or damage to supervisor
- Courteous and respectful interactions with all staff and members of the public

**Required Skills:**

- High School Graduation
- Valid Ontario Class G Drivers' License
- Current MTO Drivers' Abstract, upon request
- Previous experience in custodial or janitorial services would be an asset
- CPR, First Aid and WHIMIS training are required
- Ability to work under minimum supervision.

**Full Job Description Available Upon Request**

**Hours per Week:**

- 40 Hours per week
- Tuesday to Saturday
- 2 pm to 10 pm

**Rate of Pay:** \$27.89/hr as per the 2020 – 2025 Collective Agreement

**Deadline for Applications:** December 20, 2024 at 16:30 hours

**Submit cover letter and detailed resume marked "Confidential" to:**

The Corporation of the Township of Manitouwadge  
Attn: Trish Boileau, Director of Community Services  
1 Mississauga Drive, PO Box 910  
Manitouwadge, ON P0T 2C0  
Email: [directorcs@manitouwadge.ca](mailto:directorcs@manitouwadge.ca)

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at [clrek@manitouwadge.ca](mailto:clrek@manitouwadge.ca) if you need assistance.