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The Township of South-West Oxford is seeking a reliable individual to fill the following position:

POSITION: Custodian

LOCATION: Mount Elgin Hall in Mount Elgin, Ontario

EMPLOYMENT: Part-time position with hours to be based on rental activity

WAGE: \$20.45 per hour

START DATE: As soon as possible

The custodian is responsible for maintaining the cleanliness and organization of the Mount Elgin Hall. This position requires availability to work on weekends and holidays.

An overview of the position is included with this advertisement. Training will be provided.

If you are interested in this posting, please submit your resume to:

Emily Lavender-Ruple
Payroll & Benefits Administrator
519-485-0477 ext. 7002
Email: payroll@swox.org

MOUNT ELGIN HALL CARETAKER CHECKLIST

Key Responsibilities:

- Maintain cleanliness of the kitchen, washrooms, and common areas
- Perform general cleaning tasks such as dusting, sweeping, vacuuming, and window cleaning
- Mop floors, and sanitize all surfaces
- Empty and clean garbage and recycling bins
- Restock essential supplies, including toilet paper, soap, and paper towels
- Report any maintenance issues or concerns to the supervisor