

CONTRACT EMPLOYMENT OPPORTUNITY

The Town of Carnduff & R.M. of Mount Pleasant No. 2 are looking to fulfill a contract position for custodial duties at the Municipal Services Building and library. Duties are as follows:

Municipal Services Building

Weekly Cleaning (3 hours per week):

- Damp dusting with cleaning solution on counters, equipment, desks and all door handles of entire building.
- Vacuuming, sweeping, and mopping entire building.
- Cleaning of washroom facilities, including sinks, toilets and floors.
- Emptying of waste and recycling receptacles.
- Notify municipal staff of maintenance issues.
- Maintain adequate inventory of cleaning supplies and toiletries.

Monthly Cleaning

- Thorough cleaning of entrance door windows

Annual Fall Cleaning (October)

- Clean all windows, inside and out.
- Wash all baseboards.

Integrated Library Facility

Daily (summer months and school holidays only)

- Daily damp dusting with cleaning solution on counters, equipment, bookshelves and desks.
- Daily cleaning of washroom facilities located in the library facility only.
- Emptying of waste and recycling receptacles.
- Vacuum floors and wash tiles as requested by library staff members.

Contract Amount

\$4,000.00 yearly (paid monthly)

Applications

Interested persons are asked to submit a resume to the Municipal Services Building at 1312 Railway Avenue, Carnduff, SK or by mail to Box 100, Carnduff, SK, S0C 0S0. Resumes can also be submitted by email to info@carnduff.ca. Only shortlisted applicants will be contacted.

Application Deadline:

Friday, July 10th at 12:00 p.m. (Noon)

