



**Town of Innisfail
Employment Opportunity**

Part-time Custodial Worker

The Town of Innisfail is accepting applications for a part time Custodial Worker. The Custodian is accountable to the Facility Maintenance Technician and is responsible for daily janitorial duties and booking set up/take downs within town buildings.

Hours of Work: up to 20 hours per week, generally evenings and weekends

Key Responsibilities include:

- Performs routine custodial work and cleaning activities such as sweeping exterior walkways; interior entryways; hallways; hose down ramps, sidewalks, stairwells and breezeways; clean interior and exterior windows and glass; mopping; waxing and buffing floors; vacuuming traffic areas; spot cleaning and shampooing carpets
- Dusts and cleans office furniture; cleans upholstery; counter; ceilings and rafters
- Empties, cleans and maintains trash receptacles and recycling bins
- Moves and arranges furniture and office equipment, prepares meeting rooms for meeting set ups and takes down when completed; special event set ups
- Cleans and disinfects kitchen areas, dishes and bathroom areas
- Completes inventory of supplies and general maintenance of equipment and materials used in the custodial work; maintains supplies stocked in kitchen area, restrooms, meeting rooms
- Assists with other duties as required

Requirements:

- Knowledge of standards methods, practice, tools, and equipment of the janitorial service
- Knowledge of occupational hazards and safety rules
- Knowledge of the proper use of cleaning chemicals

The Town of Innisfail offers a competitive salary commensurate with experience. Applicants are invited to submit a resume in confidence by 4:00 p.m. on **October 19, 2018** to:

Town of Innisfail
Attention: Erica Vickers, Finance Manager
4943 53 Street, Innisfail, Alberta, T4G 1A1
Email: erica.vickers@innisfail.ca

**We thank all applicants for their interest; however only candidates selected for an interview will be contacted.*