

# **RURAL MUNICIPALITY OF PINEY JOB DESCRIPTION**

## **Janitor – RM of Piney Office**

### **DUTIES:**

#### **Reports to: Chief Administrative Officer**

#### **Weekly (Either evenings or weekends):**

- Dust or clean with damp cloth all desk tops, tables, counters, computers, and tops of filing cabinets.
- Clean front Counter with damp cloth.
- Wipe all doors and door knobs with damp cloth.
- Vacuum all rugs throughout the office and council chambers.
- Sweep and wash all floors (entrance, washrooms, and stationery room) and remove all scuff marks.
- Empty Shredder and Recycling Bins
- Dispose of all paper garbage from all garbage cans including shredded paper. No garbage is to be burned.
- Clean washrooms-mirrors, doorknobs, toilets. Replenish towels, soap and paper.
- Clean coffee pot and cups (if any are in sink).
- Wipe the photocopier with a damp cloth.
- Dust the window sills.

#### **Monthly:**

- Clean interior windows.
- Check all walls for marks/smudges, clean when necessary.
- Wash tea towels and wash cloths when necessary
- Clean microwave, fridge and cooler.
- Wipe off baseboard heaters.
- Vacuum chairs and wash legs (twice a year).
- Clean light covers (twice a year).
- Clean exterior of windows (twice a year).

The foregoing reflects the general requirements considered necessary to describe the principal functions of the Janitor for the RM of Piney Office, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

#### **Minimum Requirements:**

- Clear Criminal Records check
- Must be willing to sign an Oath of Confidentiality

Updated: September 1<sup>st</sup>, 2015