

Woolwich Township Job Posting



Date: March 25, 2025
Position: Custodial Attendant (Part Time) – Parks/Facilities
Wage Rate/Grade: \$23.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) part-time Custodial Attendant.

Purpose of Position and Profile

The primary focus of this position is to maintain cleanliness and general housekeeping at the Woolwich Memorial Centre Community Centre (24 Snyder Ave South, Elmira) and at park facilities throughout the Township; ensuring compliance with Township operational and health and safety standards.

Responsibilities

- Maintain cleanliness of facilities and grounds in all respects
- Maintain logbook and records as required
- Follow assigned cleaning schedules to maintain expected standards of cleanliness
- Follow all Township policies and procedures
- General Housekeeping Duties including but not limited to; Dusting and sanitizing surfaces, Wet/dry mopping and vacuuming, cleaning windows, polishing and scrubbing floors, stripping and re-finishing floor surfaces, swing scrubbing, etc.
- Focus of the position is on deep cleaning areas, including fitness centre, arena changerooms, park bathrooms, etc.
- Operation of equipment including floor buffers, auto scrubbers, vacuum cleaners, carpet cleaners, etc.
- Additional duties as assigned

Qualifications, Knowledge, Skills and Work Requirements

- High school (grade 12) diploma or GED
- Basic computer skills
- Valid Class G Driver's License, licensed to drive in Ontario
- Ability to read and understand material safety data sheets, product labels as well as basic writing and arithmetical skills is a necessity
- Must have good communication skills to receive and comprehend instructions, interact positively with supervisors, staff and the general public and function as an effective team member
- Must be able to complete applicable vehicle maintenance checklists and maintain a daily log of activities
- Ability to report to work at varying Township sites
- Ability to work constructively in a team environment and act independently as required
- Previous commercial/industrial cleaning experience preferred, including experience operating swing scrubbers and carpet cleaners essential
- Required to participate in supplementary training related to the Recreation and Community Services department (Workplace Hazardous Materials Information System (WHMIS), Health & Safety, First Aid and CPR, Facility Equipment Operation, Payroll system, etc.)
- Follow safe and appropriate practices and procedures, and exercise sound judgment at all times.

Working Conditions

- 12 hours per week (3 shifts per week)
- Primarily day shifts, however, willing to work shifts, including evenings, weekends and statutory holidays.
- Required to wear personal protective equipment
- Must be physically fit and able to perform all essential duties/requirements associated with the position

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Tuesday, April 8, 2025. Please quote job posting 2025-24.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.