

# Drummond Island Township Custodial Technician

**Position Title:** Custodial Technician

**Reports To:** Maintenance Coordinator

**Position Type:** Part-time permanent

**Purpose of Position:** The Custodial Technician is responsible for maintaining the cleanliness and orderliness of the Drummond Island Township Hall. This role involves performing a variety of cleaning tasks to ensure that the building is kept in a clean, safe, and welcoming condition for employees and visitors.

**Compensation:** \$25.00 per hour

## **Key Responsibilities:**

### 1. General Cleaning:

- Sweep, mop, and vacuum floors in all areas of the building with exception of dining room.
- Dust and clean surfaces, including desks, chairs, tables, and other furniture.
- Clean and sanitize restrooms, including toilets, sinks, and mirrors.
- Clean windows, glass doors, and other glass surfaces.
- Empty trash cans and replace liners.

### 2. Facility Maintenance:

- Clean and maintain common areas, such as lobbies, hallways, and meeting rooms.
- Ensure that all cleaning supplies and equipment are properly stored and maintained.
- Report any maintenance or repair or equipment needs to the Maintenance Coordinator.

### 3. Physical Requirements:

- Ability to perform physical cleaning-related tasks.
- Valid driver's license and reliable transportation.

**Equal Employment Opportunity Statement:**

Drummond Island Township is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

Acknowledgement: \_\_\_\_\_

Township Representative: \_\_\_\_\_

Date: \_\_\_\_\_