



## Screeener/Custodians (Casual Contract)

Reporting to the Community Services Supervisor, this temporary contract is responsible for assisting with the infection prevention protocols by screening visitors to municipal facilities. You will be required to clean-touch points in various buildings before, in between, during rentals and after all rentals.

This position will work a variety of shifts and there is no guarantee of regular weekly hours.

### Qualifications and Duties:

- You will greet all visitors coming into the Municipal Arena at the door and be responsible to obtain "User Group" contact tracing and if applicable verify proof of Covid-19 vaccination prior to permitting use of the facility.
- You will be responsible to clean and sanitized all floors, washrooms, lobby areas, elevators, dressing rooms, bleachers daily.
- You will disinfect all common touch-points frequently (ie door handles)
- Wash walls and clean glass and windows inside and out.
- Ensure sufficient supply of paper and cleaning products are available and communicate with Supervisor inventory of supplies and any malfunction of equipment.
- Operate floor scrubber and electrostatic sprayer.
- Keep records on cleaning and maintenance activities.
- Ability to work as a cooperative team player in promoting a strong and positive work place.
- Ability to read and understand legislation and manuals as related to equipment operation, highway traffic act regulations, traffic control responsibilities and health and safety legislation and policies.
- The ability to follow and complete instructions from supervisors.
- An understanding of Workplace Safety and the Occupational Health and Safety Act.

Pay Rate: \$20.18 per hour (2-1)

Position will remain posted, until all the vacancies have been filled.

Interested applicants can send their resume to:

Christine Dixon, Deputy Treasurer, [cdixon@seguin.ca](mailto:cdixon@seguin.ca)

5 Humphrey Drive, Seguin, ON P2A 2W8 Phone: (705) 732-4300

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for the purpose of candidate selection. The Township of Seguin is an equal opportunity employer, if you require accommodation to participate in the recruitment process, please contact our office.

Vaccination is a key element in the protection of employees against the hazard of COVID-19. New employees must comply with the Seguin Township Mandatory Vaccination Policy prior to commencing their employment.

Posted: September 16, 2021

## **COMMUNITY SERVICES TEMPORARY SCREENER/CUSTODIAN**

Summary:	Maintains, cleans and disinfects municipal arena.
Location:	15 Humphrey Drive, Seguin Township
Department:	Community Services
Reports To:	Supervisor of Community Services
Last Updated:	September 16, 2021
Category:	2

### **Tasks:**

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#### **Customer Service**

1. Identifies issues and notifies the supervisor.
2. Works with user groups to enforce Community Services policies, communicate information, and resolve problems.
3. Greets and Screens Visitors and obtains contact tracing information.
4. Checks for mandatory proof of Covid-19 vaccination.
5. Handle confidential information.

#### **Custodial:**

6. Maintain, clean, disinfect and sanitize all floors, washrooms, lobby areas, elevators, dressing rooms, bleachers, hallways, and kitchen in the arena.
7. Frequent disinfection of common touch-points (ie: door handles)
8. Wash walls and clean glass and windows (inside and out).
9. Ensure proper supply of paper and cleaning products.
10. Operate floor scrubber and electrostatic sprayer.

#### **Facility Maintenance:**

11. Keep accurate and appropriate records on cleaning and maintenance activities.
12. Advise Facilities Supervisor of weekly cleaning products orders.
13. Advise Facilities Supervisor of equipment malfunction or other inefficiencies as necessary.

#### **Other:**

14. Complies with Seguin Township policies and procedures.
15. Complies with occupational health and safety practices.
16. Up to 40 hours/week, evening shift but must be able to work flexible hours.
17. Performs other related tasks as assigned.