



Caretaker (part-time)
Community Services/Peterborough Public Library
File #19-P-12

Job Details

Reporting to the Chief Custodian, Caretakers are responsible for the ongoing cleaning and maintenance of the building and grounds at the Main and DelaFosse Branches.

Qualifications

We require an individual who has Ontario Secondary School Diploma or equivalent with a minimum of 3 months related experience in cleaning and maintenance. This position requires basic computer knowledge and training in WHMIS and Accessibility. This position is physical in nature with tasks including moving furniture, mopping, shoveling and lifting up to 50 lbs.

Salary

\$18.82

Application Information

Qualified applicants are invited to submit an [online application form](#) no later than 12:00 p.m. on **Monday, February 25, 2019**.

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

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Job Description

Job Title:	Caretaker	Job Evaluation Effective Date:	March 26, 2010
Department:	Community Services	Job Description Review Date:	January 2018
Division:	Peterborough Public Library	Group:	CUPE 1833

Directly Responsible to: Chief Custodian

Indirectly Responsible to: Library Services Manager

Main Purpose:

Reporting to the Chief Custodian, Caretakers are responsible for the ongoing cleaning and maintenance of the building and grounds at the Main and DelaFosse Branches.

Key Responsibilities:

1. Cleans all areas of the buildings including carpets, floors, washrooms, display cabinets and office furniture by vacuuming, sweeping, mopping, waxing, scrubbing and dusting as required.
2. Maintains Library grounds by shoveling snow, removing ice, cutting grass, raking leaves, weeding gardens, and sweeping steps.
3. Prepares auditorium, board room and other meeting areas for room rentals by cleaning and setting up tables, chairs and Audio/Visual and other equipment as requested.
4. Collects, sorts, bags and transports garbage and recyclable material to appropriate location.
5. Opens and closes buildings according to security procedures.
6. Moves furniture, equipment, and boxes as required.
7. Transports incoming book donations.
8. Assists Chief Custodian with maintenance and repairs as required.
9. Performs other related duties of a similar nature as assigned.

Working Relationships:

Inside the Corporation: Exchange information with library staff; exchanges building security information with department heads

Outside the Corporation: Provide information and solve problems with facility rentals as required; exchange information with suppliers/contractors

Scope:

a) **Financial –** n/a

b) **Operating –** Work is routine with the ability to work independently, however, with limited decision-making requirements; deal with client concerns regarding room rentals; work within parameters of daily worksheet; directed by Health & Safety manuals, emergency manuals, and list of authorized contractors; refers problems with facility maintenance to supervisor

c) **Personnel –** n/a

Education/Experience/Skills Training

Requires an individual who has Ontario Secondary School Diploma or equivalent.
Requires basic computer knowledge and training in WHMIS and Accessibility.
Requires moderate reading and writing ability and moderate numeracy skills generally gained from 3 months on the job experience.