

**WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2025-02**

**Cleaner
Part-time (Permanent)**

CLASSIFICATION: Cleaner

JOB TITLE: Cleaner

REPORTS TO: Building Maintenance Supervisor

HOURS OF WORK: Not to exceed twenty-four (24) hours per week.
Work is scheduled after hours (evenings), on Saturdays, and may include Sundays.
Schedule subject to change and is not negotiable.

NATURE OF POSITION:

Reporting to the Building Maintenance Supervisor, the Cleaner will be responsible for general maintenance and cleaning of the Library during the evenings and weekends, and will assist the Building Maintenance Supervisor with other related duties as assigned.

QUALIFICATIONS:

1. Some Secondary School education.
2. Good physical condition.
3. Knowledge of and experience with maintenance and cleaning duties.

DUTIES AND RESPONSIBILITIES:

1. Performs cleaning duties inside and outside of the building on library property:
 - dusts throughout the building;
 - cleans equipment and furniture surfaces;
 - cleans floors;
 - washes windows;
 - cleans washrooms;
 - collects refuse and recyclables from containers;
 - picks up loose refuse;
 - snow clearing, as required;
 - presents a clean and welcoming environment to customers.
2. Performs maintenance duties inside and outside of the building on library property:
 - reloads washroom dispensers with consumable supplies such as soap, paper towels, toilet tissue, etc.;
 - monitors consumable supplies;
 - prepares rooms for meetings – set up and tear down;
 - lawn care;
 - responds to maintenance issues as directed.

3. Fills in for daytime facilities staff on weekdays due to vacation and/or leave, as required.
4. Works with minimal supervision.
5. Performs other related duties as assigned.

WORKING CONDITIONS:

Usual conditions including frequent exposure to dust and cleaning compounds. Physical effort required including use of heavy tools and handling of heavy materials in excess of 22 pounds, and pushing or holding large equipment.

Outside conditions including variable temperature and proximity to library gardens.

SALARY RATE AND RANGE: \$17.90/hr to \$20.85/hr (2023 rates)

APPLICATION DEADLINE: 4:00 pm, Monday, April 7, 2025

This is a bargaining unit position CUPE Local 1146 - Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.