



The Cobourg Public Library is seeking a reliable and trustworthy individual experienced in providing exceptional cleaning services. This is a part-time, **Subcontractor Cleaning** position working 20 hours per week. Cleaning will be mainly at the Cobourg Branch location but may on occasion include our branch locations in the Township of Hamilton.

The job description is as follows:

Job title: **Cleaning Subcontractor**

Reports to: Administrative Coordinator

Salary: \$22.50 per hour

Hours of Work:

Saturday:	8:00am to 12:00pm
Sunday:	12:00pm to 4:00pm
Monday:	4:00pm to 8:00pm
Tuesday:	4:00pm to 8:00pm
Wednesday:	4:00pm to 8:00pm

Job Summary:

Under the supervision of the Administrative Coordinator, the Cleaning Subcontractor is responsible for maintaining a clean, comfortable, and safe environment for library patrons and staff. The cleaner will work five days per week, 4 hours per day, from Saturday to Wednesday.

Qualifications:

- High school diploma or equivalent
- Minimum two (2) years relevant experience
- Valid G-class license and access to a vehicle
- Experience and knowledge of cleaning materials, equipment, cleaning methods and procedures
- Ability to physically perform unassisted lifting up to 50lbs
- Ability to work independently with minimal supervision
- Effective interpersonal, verbal and written communication skills
- Ability to work with the public and library staff in a tactful and courteous manner
- Ability to work hours as posted
- First Aid Certification is an asset
- Health and safety training is an asset

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this role if the work is similar, related, or a logical assignment to the role.

General:

- Maintain a clean building free of hazards
- Secure all cleaning supplies, tools and equipment
- Inform Library of any specific maintenance issues in need of attention
- Keep accurate record of hours worked and submit a by-weekly invoice
- Enter and leave the library building according to security procedures

Second Floor:

- Vacuum carpeted areas with special attention to high traffic areas
- Sanitize library tables, chair arms, counters, and study carrels
- Clean and sanitize computer tables, keyboards, and mice
- Clean other computer parts and lower parts of computer tables
- Sanitize countertop and sink in staff break area / Administration office
- Sanitize staircase hand railings
- Dust all window ledges and tops of bookcases weekly

Lower Level:

- Vacuum carpeted areas with special attention to high traffic areas
- Sanitize library tables, chair arms, and circulation work surfaces
- Sanitize tables and chairs in children's area and clean fingerprints from lower windows
- Dust all window ledges and tops of bookcases weekly
- Sanitize tables, countertop, sink, and microwave in staff room
- Clean elevator, including door surfaces; sanitize button pads inside and outside the elevator car

Rotary Room:

- Vacuum carpeted area
- Clean kitchenette
- Prepare and clean room for events and meetings
- Deep clean tables and chairs quarterly
- Secure room after events and meetings

Bathrooms:

- Clean and stock all restrooms, including cleaning and sanitizing sinks, toilets, countertops, floors, walls, mirrors, dispensers, doors and handles, and changing tables
- Perform tasks such as unclogging toilets and sinks as needed

Foyer:

- Clean and sanitize public water fountain
- Sweep and/or mop tile floor

Trash:

- Empty wastebaskets and outdoor trashcan
- May occasionally require outdoor work such as picking up trash, cleaning outdoor tables and bench seating, and sweeping up patio area
- Dispose of occasional bio-hazardous waste

As Needed:

- General repair and maintenance including but not limited to light carpentry and painting
- Cleaning of refrigerators as needed
- Assisting staff with set-up and take-down of seasonal displays

Individuals who wish to apply for this position must submit a resume and cover letter to the Administrative Coordinator, Jocelyn Gard **by 5:00 p.m. on Sunday February 23rd, 2025.**

igard@cobourg.library.on.ca