



Job Posting

Position: Custodian

Term: 3 months, 20 hours a Week

The Town of Kentville is dedicated to providing clean, safe and comfortable work environment for staff, volunteers and Council in town hall. The Custodial Team is an important part of staff- helping to keep these buildings clean and safe, which is an important part of the municipal government workforce. There are two Custodians who coordinate cleaning and safety tasks in these buildings, under the management of the Public Works Department. This is a collaborative team who interacts with most staff on a daily basis, with flexibility, autonomy and creative problem solving. This is a team that is looking for someone hard-working and creative who will take pride in their work!

Our commitment to equity, diversity, and inclusion:

The Town of Kentville recently adopted our first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

Training and Development:

Successful candidates will receive formal and informal training, along with personal development opportunities, prior to and throughout the duration of the position. We aim to provide more than just a job; we offer opportunities to grow as an individual and evolve personally and professionally.

Position Overview:

The Custodian conducts custodial and maintenance duties at the Town Hall Building and Recreation Centre. This work will be done in an efficient manner that is safe and not disruptive to staff or the public. This person will report to the Director of Engineering and Public Works.

Position Designation:

Temporary position, based on 20 hours per week. with an option to be extended after the Term ends.

Wage: \$22.50 per hour.

Job Description:

- Provides cleaning and janitorial services including regular cleaning of floors, washrooms, kitchens, windows (interior and exterior), walls and office equipment.
- Provides routine preventative maintenance of building equipment, heating/ventilation and air conditioning systems, air compressors, generators, etc. in each building.
- Checks to ensure OHS equipment such as first aid kits, automatic defibrillators, fire extinguishers, fire alarms and smoke detectors are fully stocked/operational on a monthly basis. Empties and sorts waste receptacles and manages removal from each property.

- Maintains inventory of maintenance and cleaning supplies and ensures inventory kept at optimum levels.
- Shovels and salts entrances to buildings and removes any garbage and weeds from around each building (seasonal).
- Provides light-duty maintenance tasks including painting, and minor carpentry repairs.
- Picks up and delivers items on an as-required basis.
- Ensures that the Recreation Centre and Council Chambers are set up appropriately for meetings and events.
- Collaborates with external contractors and vendors.
- Move furniture, equipment, supplies and set-up & tear down meetings or events.
- Other duties may be assigned from time-to-time, including work at other municipal properties or similar tasks.

Work Environment:

- This person must be physically able to complete manual labour including sweeping, vacuuming, changing lightbulbs, carrying garbage, and recycling, and bringing in boxes of paper, as examples.
- This person must be able to work in a way that is respectful to staff and unobtrusive to their work environment.

Applicants should apply to akadri@kentville.ca, with a cover letter and resume of their relevant experience. Paper applications will also be accepted. Please deliver them to Kentville's Town Hall at 354 Main Street. This job posting closes on until it is filled.