

JOB DESCRIPTION Janitorial - contract	 TOWN OF MAYERTHORPE
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JOB POSTING #

2025-10

DEPARTMENT:

Contract position

REPORTS TO:

Legislative Coordinator

SUBORDINATES:

N/A

HOURS:

Flexible hours. Work to be done when office is closed.

ABOUT: The Town of Mayerthorpe is looking for a contract janitor to provide cleaning services at the town office, the FCSS building and the Public Works building daily.

DUTIES:

Town Office Main Floor

Daily

- Empty all garbage and recycle containers and clean around them.
- Wipe down and sanitize all desk surfaces, counter areas, computers, machines and filing cabinets, if the surface to be dusted is clear of papers.
- Vacuum Main office area, CAO, Community Peace Officer, Economic Development Officer, and Financial Officer's room as well. (Under edges included). All visible areas of the floor should be vacuumed, right up to and including the edges of cabinets, desks, and other furniture.
- Vacuum the mud mats.

- Bathrooms: clean toilets, and basins. Wipe and sanitize counters.
- Clean mirrors daily and spot clean walls as needed.
- Coffee Room completely tidied - garbage can requires cleaning regularly. Coffee cups, coffee machine, microwave and the counter tops are to be washed.

Once Every Two Days

- Sweep all floors. (Daily if needed).
- Clean the glass doors.

Weekly

- Wash all floors. This includes all areas upstairs, both flights of stairs leading into the upstairs and the floor at both main entrances. This must be done daily during the wet weather.
- Wipe or mop all chair mats with a damp cloth. This should be done daily during wet weather.
- Wipe down inside of fridge.

Annually

- Wash all walls**
- Vacuum the blinds.

Twice per year

- Steam clean all carpets. Once in the spring and once in the fall using professional steam cleaners. Municipality will pay the cost of equipment rental, and for professional steam cleaning, with pre-approval of the cost for professional cleaning. Carpets will be steam cleaned during one weekend to avoid work disruption.**
 - strip wax from floor tiles and re-wax. Wax all tile floors.**
- Add small pail of water to floor drain in ladies washroom.

** extra compensation for additional hours

Town Office Lower Floor

Council Chambers (downstairs at Town Office as required after meetings held):

Daily

- Empty out garbage and recycling.
- Clean out coffee pot.
- Clean toilet, sink and mop the floors.
- Vacuum carpets as needed.
- Sweep floors (and mop if needed).
- Wipe the glass and dust Council table.

Weekly

- Wash the stairs and the entrance foyer.

Monthly

- Clean all chairs.
- Wash windowsills, if necessary.

Twice/ year

- Steam clean all carpets (as noted for Town Office).**
- Vacuum blinds.
- Clean all windows.**
- Strip and wax all times areas.**
- Vacuum all corners, including the junctions of the ceiling and the walls

Yearly

- Wash walls and all high areas**

Downstairs Open Area and Hallway

- Vacuum the carpet and sweep and mop hallway as required.

Community Services Building

- Mop the floor in the playgroup linoleum and the entrance foyer.
This should be done at least four days per week. Floors do not need to be waxed.
- Bathrooms should be cleaned every day due to Administration use (except Saturdays &

Sundays).

- Carpets should be vacuumed every day that playgroup is in session.
- Garbage should be emptied every day that playgroup is in session.
- Cleaning of sinks and tables in the playgroup room is the responsibility of the playgroup facilitator.
- Windows in the foyer should be cleaned twice per year, once in May and September.
- Wash floors in non-playgroup area once per month.**

Public Works Shop

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- Empty all garbage containers and clean around them
 - Office: s a n i t i z e all desk surfaces, counter areas, computers, machines and filing cabinets, if the surface to be cleaned is clear of papers.
 - Bathroom: clean toilet, urinal, and basin. (Replace deodorant when necessary).
 - Clean Mirrors and walls when required.
 - Coffee Room: garbage can requires cleaning regularly. Coffee cups, coffee machine, and the counter tops are to be washed. Microwave and fridge cleaned when required.
 - Sweep and wash floors after the delivery of the new mats (on Tuesdays).
 - Any other work not covered above, but deemed necessary by the Public Works Manager, must be done, and can be charged out at an hourly rate over and above the contract price.

Applications may be submitted to employment@mayerthorpe.ca

Please note: When submitting your resume, please be sure to reference the job posting number.

Application deadline is **Friday, October 31, 2025**.

Town of Mayerthorpe would like to thank all applicants for their interest, however only those selected for an interview will be contacted.