



EMPLOYMENT OPPORTUNITY CUSTODIAN

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Custodian is responsible for performing day-to-day custodial duties to ensure a safe, clean, healthy and attractive environment.

Main Duties:

- Maintain acceptable standards for cleanliness by vacuuming, sweeping and mopping as required and performing routine cleaning tasks including cleaning all washrooms, dressing rooms, offices, meeting rooms, entrances, and all other areas;
- Ensure all washroom facilities are stocked with supplies and refilled in a timely manner;
- Wash and polish all windows and mirrors as required;
- Wash and/or dust windowsills, ledges, shelves, desks, other furniture and equipment;
- Dispose of garbage and complete recycling at all DCN facilities;
- Report any need for repairs or maintenance within DCN facilities to the Custodian Lead to ensure that the facilities are safe, secure and free of hazards to the public;
- Maintain an inventory checklist of washroom and cleaning supplies and products for Town facilities and in consultation with the Public Works and Maintenance Supervisor recommends the purchase of required items.

Qualifications:

- High School graduation.
- 1-3 years of experience in custodial services and building maintenance;
- Valid New Brunswick driver's license Class 5;
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Application deadline is November 3rd, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to amy.mcintosh@carletonnorth.com.