

LIBRARY JANITOR

TERMS OF REFERENCE – JANITOR

The Library janitor will keep the library, ground floor bathroom and ground floor hallway clean and sanitized. Books and other items for loan by the library are the responsibility of the Librarian.

TERMS OF EMPLOYMENT - JANITOR

Part time position: 5 hours per week. Mornings or evenings. Avoid regular opening times for the Library. Library opening times change a little seasonally.

Wages: minimum wage - \$11.50/hour.

Terms may change as the covid-19 pandemic progresses.

Cleaning supplies provided by the Village

QUALIFICATIONS

- Self-motivated, trustworthy, team player
- Physically fit
- Valid Nova Scotia Driver's License if living outside walking distance from train station.
- Successful completion of a Vulnerable Sector (VS) check, a Nova Scotia Department of Community Services Child Abuse Registry Check and a driver's abstract.

Preference

Non smoker

Driver's licence

First Aid/CPR training

Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

villagecommission@pugwashvillage.com

Telephone inquiries: 902 243 2946

Application deadline: 4pm **4th September 2020**

Village of Pugwash

RESPONSIBILITIES

Daily:

- Sweep or vacuum all floors in public areas,
- Clean & sanitize washroom including toilet, sink, mirror,
- Wash bathroom floor,
- Empty garbage and recycling,
- Clean window to front door,
- Sanitize all door handles, light switches and face plates.

As required:

- Clean windows
- Wash floors
- Dust window sills
- Remove spider webs
- Refill toilet paper, paper towel and soap
- Ensure there are back up supplies in storage room
- Sanitize hand rail for stairwell
- Sweep stairwell steps
- Sweep storage room floor
- Empty vacuum cleaner

When leaving:

- Ensure heat pump is set at 20°C
- Close windows
- Turn off all lights
- Ensure all emergency doors are closed and latched
- Ensure Library and exterior doors are locked

Report damaged, missing or broken items to the Clerk as soon as possible.
Report criminal damage to the RCMP immediately by calling 911.

PERSONNEL POLICIES - SEASONAL STAFF - PUBLIC WORKS

RESPONSIBLE TO: Clerk Treasurer

- Lunch break: One half hour (unpaid).
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Breaks not taken are not accumulative.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- Employee is expected to maintain own time sheet and its accuracy.
- Payment is weekly and by cheque.
- The time sheet must be accurately filled in and signed before a cheque will be issued.
- Vacation pay will be included in earnings each week.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- No smoking on any Village property permitted.

Overtime: Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week.

Employee, with approval of Village Clerk, may use accumulated hours for time off.

Physical Appearance: Employee is expected to keep a neat, clean and tidy appearance. Clothing appropriate to the task in hand. All safety equipment and sun screen is provided and must be worn when appropriate. No smoking during work hours permitted.

Honesty: Time sheets and cash reports must be accurate.

Trust: Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

Discipline: In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

Termination of Employment: Employees must give at least two weeks' notice in writing to the Village Clerk.

All seasonal positions must go through the hiring process annually. Past experience as an employee of the Village, although useful, is no guarantee of future employment with the Village.