



Resort Village of Shields

Come Home to the Lake Life

Shields Community Centre Cleaning Service Job Posting

1. Duties

- a. Cleaning Rentals and Events in Community Centre
 - i. Before Rental – Contractor will ensure Centre and washrooms are clean. Any maintenance items will be noted and submitted to the CAO.
 - ii. After Rental and Events in Community Centre
 1. Clean spatters and spills from walls, cupboards, tables, chairs and sinks as required.
 2. Clean refrigerators, stove and microwave.
 3. Clean bathroom fixtures and floors, including hallway floor.
 4. Empty garbage cans as needed.
- b. Clean Washrooms throughout the winter season, or when village staff are not available.
 - i. Clean bathroom sinks and toilets, bathroom floors and hallway floors.
 - ii. Replenish supplies in washrooms, as required. Advise CAO member responsible for supplies when supplies need to be replenished.
 - iii. Empty washroom garbage cans.
- c. Handle Community Centre rental bookings
 - i. After client completes booking and submits the required fees for Community Centre rental to the CAO, the CAO advises contractor of booking, and provides renter contact information.
 - ii. Contractor or CAO, as determined, meets with renter to provide key and review rental checklist. Contractor can establish date and time for meeting. Acceptance of request for changes to agreed to date and time are at the discretion of the Contractor. Contractor will advise administrator of no shows and will bill village for one additional booking fee charge.
 - iii. After the event, renter will leave the facility key in the Secure drop box outside the Village office for the CAO.
 - iv. Contractor will submit a report if the hall is left damaged, or in poor condition by the renter, so the CAO can review and charge renter accordingly.

- d. **Regular Monthly Cleaning of Community Centre**
 - i. The Community Centre will be cleaned once per month, normally prior to the third Monday of each month. Monthly duties include cleaning floors, window sills, kitchen counters and bathrooms.

- e. **Cleaning requested by Resort Village of Shields**
 - i. Via the CAO a request may be made for additional cleaning tasks or specific cleaning tasks over and above normal cleaning be completed (internal windows washed, blinds wiped, etc.) This cleaning will be completed at a rate of \$25 per hour with the contractor and CAO agreeing on number of hours required to complete task.
 - ii. Yearly deep cleaning of floors is the responsibility of Maintenance staff.

2. Position Duration

The contract will be reviewed annually. Either party may terminate the agreement with one month's written notice.

3. Personnel

Contractor will provide cleaning as described in above duties. An alternate individual can provide required services if prior approval from the Resort Village of Shields is obtained.

4. Remuneration

- i) Regular monthly cleaning - \$25/hour.
- ii) Clean washrooms when village staff are not available - \$25/day
- iii) Cleaning as requested -\$25/hour Note: The number of hours will be predetermined and agreed upon by the village and the contractor. and Chair agreeing on number of hours required to complete task.

5. Reporting Relationships

Contractor reports to, and takes operational direction from, the Resort Village of Shields Chief Administrative Officer (CAO).

6. Payment for Services

Invoices for work completed will be submitted to CAO for payment and should contain the following information: day worked, scheduled rental or event and duty performed, signature and date.

7. Apply

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter to the following address by no later than January 21, 2024. Email to admin@shields.ca.

We thank all those who apply and advise that only those selected for further consideration will be contacted.