



Town of Sedgewick – Janitor

CLASSIFICATION:	Administrative	SUPERVISOR:	Recreation & Facility Manager
DEPARTMENT:	Recreation	WORK HOURS:	Flexible
STATUS:	Permanent Part-Time		10 Hours Per Week

Summary of Position:

Under the direction of the Recreation and Facility Manager, or his/her delegate, manages and oversees the Janitorial duties in the Sedgewick Recreation Centre. This position will consist of cleaning in the bowling alley, main and upper-level concourse areas, all main level washrooms, sound room and skybox area to a maximum of 10 hours per week. All cleaning supplies will be provided.

Qualifications:

1. Ability to work independently and to accomplish tasks and assignments.
2. Ability to deal effectively with co-workers and the public.
3. Good written and oral communication skills.

Duties and Responsibilities:

1. Clean bowling alley.(Cleaning Checklist)
2. Clean bowling alley washrooms.
3. Clean curling concourse washrooms.
4. Clean main concourse washrooms.
5. Clean main and upper-level concourse.
6. Clean Sound room and skybox.
7. Be courteous and friendly to visitors, and be an information service for facility users.
8. Record important information for managers and supervisors.
9. Adheres to all Recreation policies, procedures and safety regulations.
10. Any other duties as requested by facility manager.