



## **Employment Opportunity**

### **Part-time Janitor/Custodian**

**Expires: When Filled**

#### **Position Overview**

The Village is seeking a reliable, detail-oriented **Part-Time Janitor** to help maintain a clean, safe, and welcoming environment for public events, programs, and daily use of the Gary Morin Memorial Hall. This role is ideal for someone who takes pride in their work, enjoys hands-on tasks, and can work independently with minimal supervision.

#### **KEY RESPONSIBILITIES**

- Perform routine cleaning of all public areas, including floors, washrooms, kitchen, entryways, and meeting rooms
- Empty garbage and recycling, ensuring proper disposal
- Restock supplies such as soap, paper towels, and toilet tissue
- Set up or take down tables and chairs for events as needed
- Conduct minor maintenance tasks (changing light bulbs, reporting repairs, etc.)
- Ensure the building is secure after evening shifts or rentals
- Maintain cleaning equipment and notify administration of supply needs

#### **REQUIRED EXPERIENCE & QUALIFICATIONS**

- Previous janitorial or custodial experience is an asset but not required
- Ability to lift up to 40 lbs and perform physical tasks
- Strong attention to detail and commitment to cleanliness
- Ability to work independently and follow established procedures
- Reliability, punctuality, and professionalism
- Willingness to work flexible hours, including some evenings or weekends depending on hall bookings
- A current Criminal record check.

The wage for this position is dependent upon qualifications and experience.

**Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:**

Northern Village of Sandy Bay  
Attention: Financial Controller  
email: [nvsb.sandybay@gmail.com](mailto:nvsb.sandybay@gmail.com)

We thank all applicants, but only those chosen for an interview will be contacted.