



# Township of Blandford-Blenheim

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## JOB DESCRIPTION

**POSITION: CUSTODIAL ATTENDANT (Ongoing Recruitment)**  
**PRINCETON CENTENNIAL HALL**  
**DEPARTMENT: COMMUNITY SERVICES**  
**REPORTS TO: HALL COORDINATOR**

### POSITION SUMMARY:

Under the supervision of the Hall Coordinator and/or Manager of Community Services, the attendant is to setup and tear down for events and to clean all areas of the Princeton Centennial Hall. This is an ongoing part time casual position which will require a flexible schedule.

### PRINCIPLE RESPONSIBILITIES:

- Setting up and tearing down of tables and chairs
- Re-stocking supplies and machines in washrooms
- Cleaning of walls, mirrors, urinals, toilets, tables, chairs, glass windows, counter tops, ceilings, kitchen equipment, and bar area
- Sweeping and mopping of floors in the lobby, washrooms, main hall, Fireside room and kitchen
- Sweeping of outside perimeter of the building
- Shoveling of snow away from doorway areas
- Ability to work in conditions in compliance with Health and Safety Regulations and W.H.M.I.S.
- Ensures that Occupational Health and Safety practices, policies and procedures are strictly followed
- Security checks
- Other duties as reasonably assigned

### SKILLS/COMPETENCIES/EXPERIENCE DESIRED:

Minimum Qualifications:

- Must be in Secondary school or an adult
- Good communication and interpersonal skills
- Works well independently and takes initiative
- Good safe work practices
- Acceptable Police Records Check including: Vulnerable Sector Screening

### PAY SCALE:

- Minimum Wage