

The Township of West Lincoln is accepting applications for a  
**Part-Time Office Cleaner** on a One Year Contract

Reporting to the Supervisor of Arena, Parks & Facilities, the Office Cleaner is responsible to provide an efficient and effective cleaning service for the Township's Main, Fire Station #1 and the Public Works Office, ensuring a high standard of cleaning is delivered and maintained. This position works approximately 10 hours per week.

We are looking for the following qualifications, education and experience:

- 1 year of practical experience in office cleaning is preferred.
- Capable of carrying out the physical demands required of the position.
- Knowledge of safe cleaning practices, materials, and equipment use.
- Strong attention to detail and commitment to maintaining a high standard of cleanliness.
- Time management skills to complete tasks efficiently with minimal supervision.
- Dependability and reliability, with consistent attendance and punctuality.
- To adhere to Health & Safety regulations on consumables and the use of protective clothing and equipment.

Special Conditions

- The position requires that the incumbent to provide a clear Police Record Check
- The position requires that the incumbent have a reliable mode of transportation in order to visit all locations.

A detailed job description is available on the Township's web site  
<https://www.westlincoln.ca/en/township-office/jobs.aspx>

Resume and cover letters can be dropped off at the  
Township of West Lincoln attention Human Resources Department at  
318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0  
or Via Email: [recruitment@westlincoln.ca](mailto:recruitment@westlincoln.ca)

Please list the position you are applying for in the subject line of the email

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.