

# **TOWNSHIP OF WEST LINCOLN**

## **NON-UNION JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>Office Cleaner</b>	<b>Job Class:</b>	<b>Part time</b>
<b>DEPARTMENT:</b>	<b>Community Services</b>	<b>REV. DATE:</b>	<b>Sept. 2025</b>
<b>REPORTS TO:</b>	<b>Supervisor of Arena, Parks &amp; Facilities</b>	<b>HRS OF WORK:</b>	<b>Approx 10/wk</b>

### **JOB SUMMARY**

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 Office (including the Council Chambers), Fire Station #1 and the Public Works Office, ensuring a high standard of cleaning is delivered and maintained.

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### **QUALIFICATIONS:**

#### Education

- Minimum Grade 10 Education – Completion of Completion of Grade 12 preferred.

#### Knowledge/Experience

- 1 year of practical experience in office cleaning is preferred.
- Capable of carrying out the physical demands required of the position.
- Must successfully complete WHMIS training, provided by the Township

#### Skills

- Knowledge of safe cleaning practices, materials, and equipment use.
- Ability to follow established cleaning schedules and instructions.
- 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.
- Ability to work independently and as part of a team.
- Good communication skills to report issues or supply needs.
- 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.

### **RESPONSIBILITIES:**

- To clean all areas as laid out in the cleaning specification as set out in Appendix A (attached).
- To use cleaning materials and consumables as recommended by suppliers.

## **JOB SPECIFICATIONS:**

### **Physical Demands/Dexterity/Concentration**

- Regular standing, walking, bending, reaching, and stretching.
- Repetitive motions such as sweeping, mopping, wiping, and vacuuming.
- Lifting and carrying cleaning supplies or equipment.
- Ability to work on feet for extended periods.
- Manual dexterity required to operate cleaning tools and equipment (e.g., vacuum, mop, etc).
- Hand-eye coordination for wiping, dusting, and handling cleaning supplies safely.
- Ability to safely mix and apply cleaning solutions in accordance with instructions.
- Attention to detail to ensure cleanliness standards are met.
- Ability to remain focused while performing routine and repetitive tasks.
- Awareness of surroundings to maintain safety while working in occupied areas.

### **Job Environment**

- Work is performed in an office setting and common areas such as hallways, meeting rooms, and washrooms.
- Exposure to cleaning chemicals, odours, and equipment noise is common but controlled with proper use of personal protective equipment (PPE).
- Interaction with staff or the public may occur while cleaning is in progress, requiring professionalism and courtesy.
- Work is generally indoors, with occasional tasks near entrances or outdoor walkways.

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*The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

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## **APPROVED BY:**

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**CAO**

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**Date**