

Posting #2025-29  
Issued: October 3, 2025  
Internal & External

## **EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2025-29 CUSTODIAN – Parks, Recreation & Culture (Part-Time, Permanent)**

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The Town of Hanover is recruiting an energetic, service-oriented individual to join the Parks, Recreation & Culture team in the part-time permanent position of Custodian.

Shifts are generally from 8pm to midnight 3-4 nights per week as per a schedule. There is ability to pick up additional shifts as they become available.

Reporting to the Manager of Parks & Recreation Facilities, responsibilities will include but not be limited to:

- Ensuring service excellence while responding to the needs and requests of both patrons and the staff team
- Maintaining general cleanliness of the P&H Centre and contributing to a healthy and inviting environment in accordance with Town policies and procedures
- Cleaning and disinfecting various areas and facility amenities (e.g. change rooms, showers, washrooms, lobby, fitness equipment, arena seating, elevator, meeting rooms and offices)
- Completing regular documentation including checklists and shift logs
- Assisting with various other projects such as pool shut down

### **Knowledge, Skills & Experience**

- Strong work ethic with ability to work independently and with limited supervision
- Previous custodial and/or cleaning and disinfection experience is an asset
- Attention to detail, tact, and ability to maintain confidentiality
- Excellent customer service, multitasking, organizational and communication skills
- Criminal Record and Vulnerable Sector Check satisfactory to the Town of Hanover.
- Must be willing and able to work days, evenings, and weekends.

Remuneration as per the current CUPE Local 255 Collective Agreement (presently \$20.38/hr)

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-29 by email, mail, or in person by 4:00pm on Thursday, October 16, 2025.



**Town of Hanover**  
**341 10th Street, Hanover ON N4N 1P5**  
**t 519.364.2780 | f 519.364.6456**  
**hr@hanover.ca**

*The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.*

**Job Description****Prepared: October 2021****Reviewed: May 2024****Reviewed By: Manger of Parks & Recreation Facilities**

<b>Position Title:</b>	Custodian
<b>Department:</b>	Parks, Recreation & Culture
<b>Reports To:</b>	Manager of Parks & Recreation Facilities
<b>Supervises:</b>	Directly: None Indirectly: None
<b>Position Status:</b>	Part-time; Union
<b>Location:</b>	P & H Centre, 269 7 <sup>th</sup> Avenue
<b>Pay Method:</b>	Hourly
<b>Normal Work Week:</b>	12 - 16 hours per week; may include days, evenings and weekends as per a schedule
<b>Management Status:</b>	Non-management; non-supervisory
<b>Remote Work Eligibility:</b>	Not Eligible

**Position Summary**

The Parks, Recreation & Culture Custodian is responsible for general cleanliness and disinfection of the P&H Centre facility and amenities.

**Duties and Responsibilities****Operations**

- a) Cleans and disinfects public washrooms, administration areas, meeting rooms, elevator, pool changerooms, pool lobby, and pool viewing area. This includes but is not limited to floors, stairs, cabinetry, counter tops, tables, chairs, lockers, doors, and windows.
- b) Operates floor scrubber.
- c) Cleans and disinfects tables, chairs, and drink rails in lobby spaces.
- d) Cleans and disinfects walking track area, fitness equipment and may assist with cleaning arena spectator seating.
- e) Empties refuse from containers and places garbage and recyclables in appropriate containers.

- f) Vacuums and dry and/or wet mops and scrubs all areas assigned, including floors, baseboards, high ledges, stairs and lockers
- g) May assist with set up and take down of tables and chairs for rentals in multi-purpose spaces, meeting rooms and/or arena floor.
- h) Obtains appropriate supplies from storage areas and advises when inventory levels are low.
- i) Logs all incidents, and accidents.
- j) Maintains shift log entry forms, checklists, and other department documentation.
- k) Responds to public inquiries and/or complaints and refers to the appropriate staff member.
- l) Monitors groups and individuals using facilities, identifies problems and takes corrective action.

**Health & Safety**

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
  - Work in compliance with organizational health, safety and environmental procedures.
  - Report any unsafe conditions or unsafe acts.
  - Ensure that the required protective equipment is used for the assigned tasks.
  - Attend all required health, safety and environmental training.
  - Report any accidents/incidents to supervisor.
  - Assist in investigating accidents/incidents.
  - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**Other**

- a) Performs all other duties and responsibilities as assigned.

**Education, Skills and Experience****Education/Training/Certifications/Licences:**

- Minimum Ontario Secondary School diploma or equivalent an asset
- First Aid, CPR and AED certification an asset
- Criminal Records and Vulnerable Sector Check satisfactory to the Town of Hanover

**Experience:**

- Previous related experience an asset

**Skills and Abilities:**

- Strong work ethic with ability to work with limited supervision
- Attention to detail, tact and ability to maintain confidentiality
- Excellent customer service, multitasking, organizational and communication skills

- Must be able and willing to work days, evenings, and weekends.
- Criminal Records Check satisfactory to the Town of Hanover.

### Physical Demands and Working Conditions

- Shift times vary and may include days, evenings and weekends as per a schedule.
- Work is performed indoors with some work performed at heights.
- Work is physical and requires actively moving, standing, pushing, pulling, crouching/kneeling, and using stairs or ladders regularly.
- Some heavy lifting up to 10lbs on a regular basis.
- Required to deal with complaints from the public on occasion.

### Contacts

Internal:                      Manager of Parks & Recreation Facilities  
                                      Director of Parks, Recreation & Culture  
                                      Parks & Facilities Lead Head & Operators  
                                      Facility Event Workers  
                                      Parks and Horticulture Staff  
                                      Bar Representatives  
                                      Administrative Staff  
                                      Aquatics Staff

External:                     General Public  
                                      User Group Representatives  
                                      Contractors

Public Relations:        None

### Review/Approval

<b>Current Incumbent(s):</b>		<b>Date:</b>
<b>Department Head:</b>		<b>Date:</b>
<b>CAO:</b>		<b>Date:</b>