

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2025-15 CUSTODIAN/SECURITY STAFF (Permanent, Part-time)

The Town of Hanover is seeking a driven individual to join the Civic Facilities Custodial/Security team in a permanent, part-time capacity.

Reporting to the Civic Facilities Maintenance Supervisor, responsibilities for this position will include but not be limited to:

- Thoroughly cleaning and disinfecting Civic Facility buildings
- Assisting with some minor building maintenance and repairs
- Performing outdoor maintenance such as landscaping (weeding, trimming) and snow removal from entrances and sidewalks
- Setting up tables and chairs according to Civic Facility booking requests
- Monitoring individuals and groups renting or using Civic Facilities
- Ensuring the security of the building through regular monitoring and security checks

Shifts will include days, evenings and weekends. Weekly hours will range; generally from 21 to 28 hours per week with potential to be up to 35 hours per week on occasion and as operations require.

Knowledge, Skills & Experience

- A minimum of six (6) months of custodial, cleaning or related experience
- Must be able to work a variety of shifts including days, evenings and weekends
- Must display attention to detail, tact, and ability to maintain confidentiality
- Ability to focus, work independently with limited supervision and multi-task
- Must possess a valid G2 or higher level driver's license in good standing
- Must provide a Driver's Abstract, CVOR and Vulnerable Sector Background Check yielding results satisfactory to the Town of Hanover

Remuneration as per the current Town of Hanover Salary Grid, Grade 6.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-15 by email, mail, or in person by 4:00pm on Monday, April 28, 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: June 2019****Revised: October 2024****Reviewed By: Director, Building & Planning**

Position Title:	Custodial/Security Staff
Department:	Building & Planning
Reports To:	Civic Facilities Maintenance Supervisor
Supervises:	Directly: None Indirectly: None
Position Status:	Part-Time
Location:	Civic Centre, 341 10 th Street
Pay Method:	Hourly
Normal Work Week:	Varies; shifts include daytime, evenings, weekdays and weekends
Management Status:	Non-management
Remote Work Eligibility:	Not eligible

Position Summary

The Custodial/Security Staff is responsible for security, room set up, general cleanliness and assisting with minor facility maintenance of areas assigned.

Duties and Responsibilities**Operations**

- a) Thoroughly cleans and disinfects all areas of Civic Facilities such as bathrooms, administration areas, meeting rooms, elevators, corridors, locum apartments, theatre, and library areas. This includes but is not limited to floors, stairs, railings, baseboards, cabinetry, counter tops, light fixtures, desks, tables, chairs, doors, and windows.
- b) Vacuums, dry and/or wet mops, and scrubs all civic facilities, including the use of auto-scrubbers.
- c) Empties refuse from containers and places garbage and recyclables in appropriate containers outside.
- d) Shovels snow from entrances and sidewalks and performs some landscaping duties (including raking, trimming, weeding etc.)
- e) Assists with minor building, electrical, mechanical and plumbing repairs.

- f) Sets up tables, chairs and equipment for civic facility bookings, as required.
- g) Monitors groups and/or individuals renting or using the theatre, meetings rooms etc., Monitors public washrooms, halls and elevator for loitering, identifies problems and takes appropriate corrective action.
- h) Maintains shift log entry forms, checklists, and other department documentation.
- i) Responds professionally to inquiries and/or complaints and refers to the appropriate staff member; ensures a high level of customer service.
- j) Operates town-owned vehicle to travel between sites as required; carries a work cell phone during shifts.

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) Required to work evenings and weekends on a regular basis.
- b) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Minimum Ontario Secondary School Diploma or equivalent is an asset.
- First Aid, CPR and AED certification is an asset
- Working at Heights certification is an asset
- Must possess a valid G2 or higher level driver's license in good standing
- Driver Abstract and Vulnerable Sector Check satisfactory to the Town of Hanover

Experience:

- Minimum six (6) months of custodial experience required.

Skills and Abilities:

- Strong work ethic with ability to work independently 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.

Physical Demands and Working Conditions

- Ability to follow clear guidelines in a variety of work.
- Frequently exposed to inclement weather or hazardous working environments such as odors, chemicals, human waste etc.
- Some heavy lifting of tables, chairs and equipment up to 10 lbs. on a regular basis and daily walking and climbing.
- Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.
- Work is subject to frequent demands and shifting priorities and may require some overtime to respond to facility rentals.
- Must work various shifts including evenings and weekends.

Contacts

Internal: Civic Facilities Maintenance Supervisor (daily)
 Building & Planning (weekly)
 Custodial/Security Staff (daily)
 Administrative Staff (daily)
 Library Staff (daily)
 Theatre Staff (weekly)
 Fire Chief (weekly)
 Public Works Foreman (occasional)
 Manager, Parks & Recreation (occasional)

External: General Public (daily)
 Suppliers (on occasion)

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: