



THE CORPORATION OF THE **TOWN OF COBALT**

The Town of Cobalt is seeking self-motivated & energetic individual to join our team for the position of Custodian. Reporting to the Clerk-Treasurer, the custodian is responsible for the cleaning of the Municipal Office and Council Chambers (Community Hall).

Position Summary

Position Title:	Custodian (Contract)
Number of Positions Available:	1
Department:	N/A
Reports to:	Clerk-Treasurer
Position Status:	Contract
Location:	18 Silver Street
Eligible for Group Benefits & OMERS Pension Plan:	No
Normal Work Week:	Will work independently during evening or weekend hours outside of standard business hours - Average 2 hours per week (Municipal Office) & 2 hours per month (Community Hall)
Salary:	\$23.00 per hour
Unionized:	No

RESPONSIBILITIES:

- Clean offices, washrooms, floors and windows, kitchen and common areas
- Clean Council Chamber after meetings
- Replace products and supplies
- Report any problems, maintenance or safety concerns
- Other job-related duties as assigned

PREFERRED QUALIFICATION:

- One-year related work experience preferred
- Knowledge of WHMIS, cleaning products and equipment
- The ability to work independently and to organize work priorities with minimum supervision

REQUIRED FOR EMPLOYMENT:

- Criminal Reference Check Submission

If you are interested in joining our team, please submit your resume to the Interim Clerk-Treasurer. Please identify the posting (Custodian) in the subject line.

Jaime Allen, Interim Clerk-Treasurer
The Town of Cobalt
18 Silver Street, P.O. Box 70
Cobalt ON P0J 1C0
Email: jallen@cobalt.ca

Thank you to all who apply but only those receiving an interview will be contacted.

The Town of Cobalt is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.