

**THEODORE & DISTRICT RECREATION COMPLEX
HALL JANITOR JOB DESCRIPTION – SCHEDULE “A”**

1. Floors

- Floor tiles
 - dry mop and wash floors as required depending on usage.
 - light spray and polish periodically with commercial polisher.
- Strip and wax floors as required (not over vents). Depending on usage could be every two years.
- Hardwood floor
 - wash with water and mild detergent. Follow guidelines for the parquet floor that are posted in the bar.

2. Windows

- Clean as required

3. Heating/Cooling Systems

- Thermostats must not be adjusted without permission from the Facility Operator.
- Report any and all heating or cooling issues to the Facility Operator.

4. Washrooms

- Sinks and toilets to be cleaned after usage. Toilets need to be swabbed between usages.
- Wash toilet partitions and doors after heavy usage.
- Supplies are to be ordered through the Facility Operator.
- Floors to be washed and waxed.
- Track washroom cleaning on posted checklist.

5. Hall Kitchen

- Sweep and wash floors after every use.
- Strip and wash floor as required.
- General cleaning of wall and cabinets on a regular basis.
- Check exhaust hood filters and clean as necessary.
- Clean and apply protective finish to stainless still appliances.
- Remove and properly dispense garbage after each function.
- Check to see that stove and cooler is shut off after usage.
- Kitchen door should be locked if hall is booked and kitchen is not needed.

6. Sound Booth

- Turn on sound system when required, shut off after use.
- Keep doors locked - to be operated by authorized personnel only.

7. Front Stairway, Main Entrance and Back Stairway
 - Stairway and landing to be vacuumed and washed after usage.
 - When lower level of complex is not in use, then the main entrance must be kept clean (vacuum runner, wash floors, wash windows, etc.)
 - Remove cigarette butts from outside ash trays.

8. Bar Area
 - Wipe counter tops, ledge and front of bar after usage.
 - Wipe cooler and keep door windows clean
 - Wipe sink and shine taps.

9. General
 - If hall is booked for funeral, then chairs need to be set up as well as podium and microphone set up with sound system turned on and piano in position.
 - Hall chairs (backs, seats, and legs) washed from time to time.
 - Wood work, pictures, ledges etc. dusted with a polish.
 - Elevator floor washed after each use and protective finish applied to walls.
 - When hall is not in use, the elevator should be at the top floor so that it cannot be called down.
 - Janitors room to be kept clean at all times.
 - Lock up the Complex after functions.

10. Reporting
 - Report any maintenance problems to the Facility Operator.
 - Other duties may be assigned from time to time.

11. Personnel
 - The Contractor is the only personnel allowed in the building at any time during cleaning.

12. Maintenance
 - No repairs, replacements or alterations of any kind are to be performed by the Contractor without prior written authorization from the Facility Operator.

13. Purchases
 - The Contractor has no authority to purchase any items as the Facility Operator will provide all necessary supplies upon request.