



Freedom to Discover

JOB TITLE:	CLEANER – Permanent Part Time
PAY BAND:	Grade B - \$23.322 - \$27.438 hourly
LOCATION:	System Wide May be required to periodically assist at other locations.
SCHEDULE:	20 hours per week; Evening/Weekends/Days
START DATE:	December 2022

JOB SUMMARY:

Reports to the Facility Management Supervisor; the Cleaner ensures the cleanliness, on a rotating basis, of public and staff washrooms, workrooms, furniture, foyers/lobbies, elevators and staircase areas of Central Library. Responsible for providing a clean, healthy and safe environment for staff and public utilizing Central Library.

JOB DUTIES:

- The following duties are to take place on public and administration floors of Central Library on a rotating basis.
- Cleans and disinfects all washrooms (floors, baseboards, sinks, toilet seats, urinals, mirrors, ledges, etc.) and replenishes supplies.
- Wipes clean all horizontal surfaces including shelves, ledges, pictures moldings in washrooms & lobbies.
- Cleans and polishes interior and exterior of all public and staff elevators.
- Cleans lobby/foyer glass including both sides of entrance doors. (Not exterior windows.)
- Spot cleans lobby/foyer walls, light switches, kick and push plates, door handles etc.
- Cleans and sanitizes public drinking fountains.

Cleans public staircase glass and hand railings.
Sweeps/mops spills on hard floor surfaces of lobbies/foyers.
Spot cleans carpet stains.
Maintains and tidies janitor's room.
Logs and reports any building and/or equipment deficiencies.
Performs all other duties as assigned, which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Educational Requirements:

Grade 10 or an equivalent combination of relevant education and experience.

Skills / Competencies:

Demonstrated skill in communicating clearly and concisely in verbal and written form.

Good interpersonal skills; demonstrated tact and professionalism in dealing with the public.

Excellent team building skills; able to work co-operatively with other facility team members.

Must possess maturity, initiative and good judgment.

Able to work independently with minimal supervision.

Strong organizational skills an asset.

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

Trained in WHIMIS with the knowledge and ability to work with chemicals used to clean and disinfect washrooms and strip floors preferred.

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

The deadline for this application is 11:59 p.m. on November 23, 2022.

Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.

Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal.

We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of

Hamilton. For more information, please review our [Mandatory Workplace COVID-19 Vaccination Certification Policy](#).

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