



TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

P.O. Box 279, 9 Toronto Street South
Uxbridge, Ontario
L9P 1P7

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EMPLOYMENT OPPORTUNITY

Custodian – Uxbridge Public Library

The Uxbridge Public Library is seeking a part-time (15 hours/week) highly organized and motivated individual to fill a 1-year contract position at the library, 9 Toronto Street S, Uxbridge ON, L9P 1P7. The successful candidate will report to the Library Manager and will ensure that the library is kept in a clean and tidy condition.

Hours of Work: Monday to Saturday – 6 am to 9 am (some flexibility can be arranged for an ideal candidate)

DUTIES and RESPONSIBILITIES:

- Ensure the facility is maintained in a healthy, safe, sanitary, and timely manner.
- Daily cleaning and disinfecting of the washrooms, floors, kitchenettes, garbage, etc. which will include but not limited to dusting sweeping, vacuuming and mopping.
- Daily collection of garbage and recycling and for ensuring that garbage and recycling is sorted and put out for collection twice weekly.
- Replenish bathroom supplies as required.
- Responsible for some grounds keeping, this includes garbage pickup, some garden maintenance/weeding
- Escalate any custodial, maintenance and/or safety issues to the Library Manager for resolution.
- Snow clearing, salting and sanding as required at all entrances during winter months. Ensure that adequate salt kept in inventory for seasonal requirements.
- Cleaning windows on a regular basis and working with a contractor to arrange for cleaning for exterior and interior windows at heights.
- Communicate with the Library Manager when cleaning supplies need to be ordered.
- Ensure the safety of property and staff by following established WHMIS safety standards and Workplace Health & Safety policies, practices, and procedures.
- Other duties and responsibilities as assigned.

EDUCATION, TECHNICAL SKILLS, and CERTIFICATION:

- Minimum of one (1) year of directly related work experience is an asset.
- Knowledge and experience with sanitation programs, including the 7 steps of cleaning.
- Ability to work independently, with limited supervision and have good communication skills.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive hourly wage of \$25.12 to \$29.38.

Qualified and interested candidates are invited to submit a resume and cover letter, referencing the position they are applying for to Corrinne Morrison, Uxbridge Library Manager (corrinne.morrison@uxlib.com), or, hand deliver a hard copy to the Library in person, in a sealed envelope, no later than June 27, 2025.

We thank all those who apply; however only those candidates selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.