

THE TOWNSHIP OF HILTON EMPLOYMENT OPPORTUNITY

The Township of Hilton is now accepting applications for: OFFICE CLEANER.

Interested candidates should submit a cover letter and resume outlining their qualifications to: Mary Lynn Duguay, Clerk/Treasurer/Administrator at clerk@hiltontownship.ca or in person at 2983 Base Line, Hilton Beach ON; Monday, Wednesday, and Friday from 8:30 to 4:30.

A complete job description is available at www.hiltontownship.ca.

The Township of Hilton is an equal opportunity employer. We thank all those who apply, however, only those candidates being considered for an interview will be contacted.

Job Description – Office Cleaner

Duties:

1. Vacuum all rooms
2. Wash and wax all tile floors, remove scuff marks as needed
3. Clean bathrooms – toilets, sinks, counters, mirrors and refills supplies
4. Clean kitchen area of soiled dishes, clean microwave and coffee area and table tops
5. Remove garbage from all garbage containers
6. Clean windows and screens, inside and out as needed
7. Wipe down doors, sweep sidewalks and tidy entrances
8. Organize furnace storage room and recycled materials and clean utility sink
9. Dust document frames, countertops, and office equipment

Hours:

1 hour per week

Flexible hours- Tuesdays or Thursdays between 8:30 and 4:30.

Wages:

\$25/ hr.