



Part Time Facilities Custodian

The Bradford W. G. Public Library is a community-focused, single branch Library serving a diverse population of 35,500. The community includes both urban and rural areas with most of the population centered in the town of Bradford, which is located on the fringe of the GTA and adjacent to the Holland Marsh. Easily accessible from Highways 400, 27 and 11, Bradford is a growing community, reflected in the increasing demand for service.

The Library has an opening for a permanent part-time Facilities Custodian. Reporting to the Deputy Chief Executive Officer, this position is responsible for customer service at the Library, ensuring that the Library is a welcoming and safe environment for everyone. Specific responsibilities include but are not limited to:

- Performs routine maintenance functions, including but not limited to, carpentry, painting, plumbing, and electrical;
- Performs portering duties as requested, such as moving courier bins and heavy and awkward items, within health and safety requirements;
- Performs basic cleaning functions including vacuuming, sweeping, dusting, washing floors, carpet cleaning and cleaning washrooms;
- Performs maintenance of Library property including removal of snow and debris from entrances, sidewalks and fire exits to support contractual services;
- Supports mission, vision and values of the Library;
- Complies with the Occupational Health and Safety Act and Regulations, and the Corporate Health & Safety Policy and related procedures.

This position is expected to start January 4, 2023. Shifts and hours will vary, working up to 30 hours per week, and may include evenings and weekends. The rate of pay is \$16.83 to \$17.60 (2022 rates) per hour.

Qualifications:

- High school graduation.
- Minimum of one year relevant experience.
- Valid G-class License.
- Thorough working knowledge of the Occupational Health & Safety Act and sound safety practices in community recreational facility environments.
- First Aid and CPR-C certification are an asset.
- Excellent interpersonal and communication skills to foster cooperative working relationships, and to maintain diplomacy and integrity

Interested candidates are invited to forward their resume and cover letter by 4:30pm on Tuesday, December 20 to:

Nina Cunniff, Deputy Chief Executive Officer
Bradford West Gwillimbury Public Library
425 Holland St. W
careers@bradford.library.on.ca





We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and only be used for candidate selection.

The Bradford West Gwillimbury Public Library requires all staff to be fully vaccinated and candidates will be required to submit proof of vaccination status to human Resources prior to their start date.

The Bradford West Gwillimbury Public Library is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. All candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees and the general public. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+.

The Bradford West Gwillimbury Public Library is committed to providing accommodations based on any human rights protected ground throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.

