

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (LICENSING & BYLAW – ANIMAL SERVICES - LOCATION - 247 DARTNALL ROAD)

CLEANER - CUPE LOCAL 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Animal Services/Municipal Law Enforcement provides general cleaning services throughout the shelter including administrative section of the Animal Shelter.

GENERAL DUTIES

Provides general cleaning services throughout the shelter including administrative section of the Dartnall location Animal Shelter primarily, and occasional cleaning services of the Jones Road location.

Dusts, sweeps and wet mops all floors.

Polishes office and lunchroom floors using electric polisher.

Sweeps, vacuums and maintains cleanliness of carpet runner mats in between commercial attention.

Dusts and cleans all office furniture, including desks, cabinets, tables, chairs, bookshelves, counter tops, etc.

Surface cleans office equipment, including computers, telephones, fax machine and photocopier.

Cleans walls, doors, doorframes, windows and windowsills.

Cleans washroom sinks, urinals, toilet and toilet stalls.

Replaces paper towels and toilet paper.

Refills hand soap dispensers.

Empties all trash receptacles and places waste into garbage bins for pick-up.

Breaks down and sorts cardboard and recyclables appropriately including placing into recycling bins for pick up.

Surface cleans lockers in change rooms.

Cleans shower stalls.

Cleans lunchroom furniture, countertops and appliances.

Washes eating utensils and maintains an organized lunchroom.

Advises supervisor when cleaning supplies and paper goods need to be ordered.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired by a combination of education and work experience.

2. Must experience no allergic reactions to animals, water or chemicals utilized.
3. Physically fit, flexible, reliable and demonstrated ability to work independently.
4. Previous cleaning experience with working knowledge of cleaning methods, materials and equipment.
5. Demonstrated ability to lift supplies and equipment and to operate cleaning equipment in a safe manner.
6. Must be able to understand and follow written/verbal instructions in performing a variety of tasks within the shelter.