

**TOWN OF TOFIELD
POSITION PROFILE**



POSITION: CARETAKING CONTRACT - TOFIELD COMMUNITY HALL

RESPONSIBILITIES:

- Care and maintenance of all areas and equipment in the Tofield Community Hall – main level, upstairs and basement. Includes all cleaning associated with the area; stoves/ovens, coolers, toilets/urinals, floors, mirrors etc.
- Regular maintenance on all floor surfaces is required – including regular washing, stripping and re-waxing as required throughout the year. A floor machine is provided in the facility, although mopping in some areas is still necessary (e.g. washrooms, bar area and kitchen)
- Perform all regular and minor maintenance to the Hall and its contents including:
 - furnace filters replacement
 - light bulb replacement for all facility/exit lighting/steam table,
 - battery replacement in microphone, etc.
 - This also includes ensuring dishcloths and tea towels are laundered and returned to the Hall for each function
- Examine building and contents, interior and exterior, for damages/loss after each function, and report the same to the Recreations/Facilities Coordinator or designate. This could include missing Hall equipment, facility damage, graffiti, etc.
- Responsible to take inventory of Hall equipment and kitchen supplies after each function and report any loss or damages to the Recreation/Facilities Coordinator or designate (e.g. missing/broken bowls, roasters etc.)
- Be available to supervise facility set-up and/or takedown by renters as requested – especially for wedding decorating and set-up
- Coordinate the set-up and takedown of Hall seasonal decorations and ensure that they are properly stored between use.
- Make requisitions for Hall supplies (general cleaning & janitorial, kitchen inventory etc.) and all major repair work, to the Recreation/Facilities Coordinator or designate.
- Provide regular reports to the Recreation/Facilities Coordinator or designate on Hall condition and maintenance needs.
- Report regularly to the Recreation/Facilities Coordinator or designate for all Hall bookings.

ADDITIONAL INFORMATION:

- This is a contract position, and hours will vary depending on the use of the Community Hall. Approximately 12 hours per week are required.
- Availability on evenings and weekend may be required to perform responsibilities.
- The Town of Tofield adheres to a Health & Safety Policy and requires the Hall Caretaker to participate in this program as well. Education and training with regards to the Health & Safety Policy will be provided to the Contractor.

- Duties, under this contract position, will be performed at such times and in such a manner that will not interfere with the operations of the Tofield Community Hall.
- The Town shall have the right to supervise the Contractor in performance of responsibilities required of this position to ensure that all obligations, in particular safety, are being met.

Interested applicants can submit a resume, clearly marked **Caretaking Contract** to:

Email: veglauer@tofieldalberta.ca

Mail: Box 30, Tofield, AB, T0B 4J0

Additional questions, please contact the Town at 780-662-3269.

Opportunity will remain open until a suitable candidate is found.

The Town of Tofield thanks all applicants for their interest in this position, only candidates being interviewed will be contacted. The Town of Tofield reserves the right to accept or reject any or all applications.