



The Cobourg Public Library is seeking a reliable, detail-oriented **External Cleaning Contractor** to provide high-quality cleaning services across all library spaces. The ideal contractor will take pride in maintaining a clean, safe, and welcoming environment for our patrons and staff. This role requires a strong focus on washroom sanitation, responsible handling of biohazardous waste, and consistent attention to health and safety standards.

This is a part-time position working 16 hours per week. Cleaning will be mainly at the Cobourg Branch location but may on occasion include our branch locations in the Township of Hamilton.

Job title: **External Cleaning Contractor**

Reports to: Administrative Coordinator

Salary: \$21.50 per hour

Hours of Work:

Monday:	OFF
Tuesday:	3:00pm to 7:00pm
Wednesday:	3:00pm to 7:00pm
Thursday:	OFF
Friday:	OFF
Saturday:	11:00am to 3:00pm
Sunday:	11:00am to 3:00pm

Start Date: March 9th, 2026

Qualifications:

- High school diploma or equivalent
- Minimum two (2) years relevant experience
- Valid G-class license and access to a vehicle
- WHMIS Training and Certification preferred, but Library will provide training
- Previous commercial cleaning or janitorial experience preferred
- Experience and knowledge of cleaning materials, equipment, cleaning methods and procedures
- Ability to lift and move cleaning equipment, supplies, and meeting room tables unassisted, including performing physical lifting of up to 30 lbs
- Ability to work independently with strong attention to detail and commitment to safety
- Effective interpersonal, verbal and written communication skills
- Ability to work with the public and library staff in a tactful and courteous manner
- Knowledge of OSHA, safety protocols, and proper PPE use
- Ability to work hours as posted
- Excellent reliability and punctuality

Posted January 26, 2026

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this role if the work is similar, related, or a logical assignment to the role.

General Cleaning Duties

- Sweep, mop, and vacuum floors in public, office, and staff areas
- Dust and wipe down surfaces, shelves, furniture, and counters
- Empty garbage and recycling bins throughout the building and outdoor trash bin
- May occasionally require outdoor work such as picking up trash, cleaning outdoor tables and bench seating, and sweeping up patio area
- Clean glass doors, windows, entrance areas, meeting rooms and study spaces
- Monitor cleanliness standards and report maintenance or safety issues

Washrooms

- Restock soap, paper towels, toilet tissue and other restroom supplies
- Thoroughly clean and disinfect washroom fixtures, including toilets, urinals, sinks, mirrors, counters and changing stations
- Sanitize high-touch surfaces such as door handles, stall locks, and faucets
- Monitor and promptly address cleanliness concerns throughout the shift (as required)
- Perform light plumbing as needed, including unclogging toilets and sinks

Biohazardous Waste Handling

- Safely clean and dispose of bodily fluids, sharps, and other biohazardous materials following established safety protocols
- Properly dispose of contaminated materials using designated disposal systems
- Use proper personal protective equipment (PPE)
- Follow municipal and provincial regulations for biohazard cleanup and disposal
- Report any incidents or concerns to Library Management promptly

Rotary Room

- Vacuum carpeted area
- Clean kitchenette
- Prepare and clean room for events and meetings
- Deep clean tables and chairs quarterly
- Secure room after events and meetings

Foyer

- Clean and sanitize public water fountain
- Sweep and/or mop tile floor

As Needed

- Cleaning of refrigerators as needed
- Assisting staff with set-up and take-down of seasonal displays

How to Apply: Individuals who wish to apply for this position must submit a resume and cover letter to the Administrative Coordinator, **by 5:00 p.m. on Friday, February 20th, 2026.**

jgard@cobourg.library.on.ca

Posted January 26, 2026