

The Town of Cobourg is seeking a full-time **Arena Cleaner** at the Cobourg Community Center in the Community Services Division.

This position will be responsible for cleaning and general maintenance duties at the Cobourg Community Center to ensure that the facility is maintained in a clean, healthy and safe manner for operations.

The primary duties of this position will include:

- Provide daily general housekeeping duties at the Cobourg Community Center including but not limited to: sweeping and mopping of floors; cleaning of washrooms and change rooms; vacuuming; cleaning of walls and glass; taking out garbage; cleaning kitchen facilities and offices.
- Provide periodic cleaning services at the Cobourg Community Center including but not limited to: cleaning the air ducts; cleaning the grease trap; stripping and waxing floors; minor drywall repairs; painting; exterior building cleaning (siding, eaves trough); cleaning and replacing light lenses; cleaning ovens/stoves and exterior windows; and carpet shampooing.
- Perform building maintenance duties including but not limited to: basic carpentry; changing light bulbs; minor repairs and building related requests; repair ceiling tiles; shovel snow from sidewalks, entrances and exits and salt as required.
- Responsible to maintain an inventory of cleaning supplies and maintenance related items i.e. tools, for facilities under their care. Advise Working Foreperson, Facilities or Manager, Facilities of required supplies in a timely manner to address operational needs.
- Comply with all Health and Safety regulations, procedures and security measures while undertaking their duties and ensure the public are aware of guidelines where infractions are observed or as required to follow emergency procedures.
- Open and secure facilities as required for public access. Prepare facilities for programs or special events including setup and taking down of tables and chairs on an 'as needed' basis.
- Report any electrical, plumbing or mechanical issues to Manager, Facilities or Working Foreperson, Facilities.
- Perform any duties as required by the Manager, Facilities or Working Foreperson Facilities.

WORKING CONDITIONS:

- To perform the duties of this position the employee must be able to walk, stand and sit for moderate periods of time; lift up to 40kg; climb ladders up to 20 rungs.
- This is an hourly position structured around working 84 hours in a two-week period. Can include shifts up to and including 12 hours in duration.

EDUCATION/EXPERIENCE/SKILLS:

- Minimum of high school diploma or equivalent;
- Valid G license with demonstrated satisfactory record and a clean driver's abstract;
- Experience using a variety of cleaning equipment which may include a floor scrubber, balance buffer, pressure washer and ride on/walk behind floor machines;
- Must obtain a Satisfactory Criminal Record Check upon employment;
- Must possess valid Standard First Aid Level A or must obtain within 60 days of hire;
- Must possess working at heights certificate (WAH) and elevated work platform training or must obtain within one (1) year of hire.

WAGE:

The wage scale for this position is Grade 2B – Schedule B Outside worker: \$24.71-\$30.91 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than July 10, 2025 at 4:00PM. **Internal closing date for the role is June 26, 2025 at 4:00PM.** We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.