



Village of Doaktown
Janitorial Position Available

Applications will be received by the Village Office for janitorial services at the Village Municipal Building located at 8 Miramichi Street in Doaktown.

Janitorial Contract Specifications- Schedule "A" attached

Cleaning days: Tuesday, Thursday (after 6:00 PM) and once on the weekend.

Please provide references.

Applications may be submitted by:

**Regular Mail: Village of Doaktown
Attn: Karen Petitpas
8 Miramichi Street, Doaktown NB E9C 1C8**

Email: karen.petitpas@doaktown.ca

If any questions, please call (506) 365-7970 ext.: 1

Applications must be submitted no later than 4:00 pm on

Monday January 29, 2024.

Position will start Feb 06, 2024.

**Village of Doaktown
Janitorial Services – Specifications
Municipal Building**

- 1. Municipal Building is located at 8 Miramichi Street.**
- 2. The Janitor will be responsible for keeping inventory of the supplies and notifying the office when more supplies need to be ordered.**
- 3. The Municipality will provide any equipment, cleaning supplies, and material needed for all work requested outlined in Schedule “A”.**
- 4. Must be bondable. A “Criminal Record Check” will be required of the successful applicant.**
- 5. A site visit may be arranged at the municipal building with the Clerk.**
- 6. Confidentially agreement will need to be signed before any work commences.**
- 7. See Schedule “A” for a description of work to be done.**



Village of Doaktown
Janitorial Contract Specifications- Schedule "A"
Municipal Building- 8 Miramichi Street

Three times a week (Tuesday's & Thursday's (After 6PM), and once on the weekend).

- Empty waste baskets and shredders
- Wash sinks and toilets
- Sweep and scrub bathroom floors
- Sweep and scrub floors throughout
- Sweep and Scrub floors in main entrance
- Sweep and scrub kitchen floor and council chamber
- Vacuum mats and runner
- Wash door, door frames & windows
- Sanitize door knobs, counters etc.
- Wash windows and doors in both entrances

Weekly

- Dust desktops, top of desk hutch, tables, filing cabinets, book shelves and phones
- Dust front counter
- Dust window sills and baseboards
- Dust Monitors and keyboards
- Clean bathroom mirrors
- Clean Kitchen –microwave, counter and shelves
- Take recyclables to Blue Bin, place by road on recycling day
- Take Garbage to the garbage box at Arena

Monthly

- Dust blinds and equipment
- Clean light covers and fixtures
- Clean office chairs –bases and arm rests
- Wipe smudge marks/black marks from the walls
- Clean council chamber desks and chairs (before each Council Meeting)
- Wipe down all doors

Semi-Annually

- Wash interior and exterior windows
- Pull out desk and clean behind
- Wash down walls in Council Chambers

Other

Clean fridge on an as needed basis (more cleaning in the summer). Refill paper towel, toilet paper, soap and hand sanitizer dispensers when empty. Report to the office staff issues that need to be fixed or attended to and any supplies that need ordered. Show incentive to clean items or areas that are perceived to have the need. Ensure office space always looks presentable to the public.

