

Janitorial Duties & Tender Form:

JEB Community Center is located in the former school building in Guernsey.

This is a facility that is rented by various sport/extra curricular groups weekly, as well as frequent weekend/on demand rentals (family gatherings, holidays, etc.) The facility includes a full kitchen and a gymnasium, among other classrooms and a games room.

JEB also houses the Rural Municipality of Osborne No. 310 municipal office and Council Chambers. It is our expectation that the successful candidate will clean at least twice per week, for a minimum of 2 hours – more hours are permitted if deemed necessary.

Duties of the JEB Custodian:

Weekly: (at least once per week)

- Entrances
 - Vacuum rugs
 - Sweep floors
 - Dust/wipe boot racks
- Hallway
 - Sweep (and mop if needed)
- Washrooms
 - sanitize
 - scrub toilets/urinals and sinks
 - refill toilet paper, paper towel & soaps
 - Empty garbages (including in stalls)
- Gym
 - Sweep floor (and mop if needed)
- RM Office
 - Sweep floors (and mop if needed)
 - Vacuum rugs
 - Dust/clean front counter & coffee counter
- Library
 - Dust table
 - Vacuum carpet
 - Wipe coffee counter
- Cardroom
 - Sweep floors (and mop if needed)
- All - empty garbages & take out

- Playground garbage
- Recycle bin in porch

Monthly:

- Bathrooms
 - Clean mirrors
- Library
 - Dust cupboards
 - Wipe chair bases
- Cardroom
 - Clean chalkboard & chalkboard ledge for seniors
 - Dust
- Gym
 - Straighten up small equipment room
- Small kitchen
 - Vacuum carpet
 - Wipe table
- RM office
 - Dust cupboards
 - Wipe chair bases
- All - windows
 - Dust windowsills
 - Dust blinds
 - Clean inside glass
- Other: Shovel snow at north and south entrances (as needed)

Custodian Tender Form:

I, _____ of Box _____,
_____, SK.

Hereby tender a bid of \$_____ per hour for a one year term to be the custodian for the RM of Usborne No. 310 office and JEB Community Center.

(Signature)

(Date)