Cabri Community Legion Hall – Janitor job description

**Before an event:**

* Check hall the day before or morning of to make sure heat/air conditioning/hot water heater on and functioning properly.
* Check paper towel dispensers and toilet paper in washrooms to ensure adequate amounts are there for the event.
* Sweep and mop the floors and vacuum entry way, if necessary

**After an event:**

* Tidy washrooms and restock as necessary
* Sweep and mop floors and vacuum entry way
* Take out garbage \*NOTE: Renter to take out their own garbage from kitchen/bar, only take out bathroom garbage if necessary

**Ongoing:**

* Take garbage bins out to street every other Wednesday for Thursday pickup
* Clear sidewalk and stairs of any snow in winter on a regular basis
* Trim grass around hall with weed whipper
* Pick up cleaning supplies from Coop as necessary (charge to Town of Cabri)
* Order other supplies such as toilet paper and paper towel through Country Club – invoice to the Town
* Light maintenance duties (ei; make sure hot water heater running, address pipes freezing in winter, change light bulbs etc.)
* Report any issues to the Town as soon as noticed

**Notes**:

* cleaning does NOT include any of the following areas: Lions Den or Legion area behind stage
* Renters using the kitchen will be responsible to clean it themselves and do the dishes
* Renters also responsible to put tables and chairs and any decorations away following an event