SWANSEA TOWN HALL COMMUNITY CENTRE

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Job Posting

Date of Posting: August 13, 2026 Application Deadline: August 24, 2026

Commercial Cleaner

1. Purpose of Position - We are looking for a dependable and detail-oriented Cleaner to join our team. You will help keep our building clean, safe and welcoming. The cleaner provides the cleaning and janitorial services to support the user and client activities that take place within the Swansea Town Hall. Reporting to the Executive Director, and in close cooperation with the regular Caretakers.

2. Major Responsibilities

Duties:

- Regular cleaning to maintain designated areas, including the Swansea Memorial Library, offices, kitchens, public bathrooms, activity rooms and common areas.
- Sweep, mop and wash floors.
- Vacuum rugs and carpets.
- Dust and wipe down furniture and surfaces.
- Collect and empty garbage, recycling bins and dispose of waste properly.
- Clean front and rear entrances, inside and outside.
- Restock supplies such as toiletries and cleaning products.
- Report any maintenance issues, low supply inventory or damages to the Executive Director.
- Follow all health and safety regulations.
- Secure and lock up building at the end of shift.

Other duties as assigned

3. Knowledge and Judgement

Skills:

- Attention to detail to ensure thorough cleaning.
- Time management skills to complete tasks within designated time frames.
- Physical stamina to handle cleaning tasks.
- Ability to work independently with minimal supervision or as part of a team.
- Good communication skills to interact with colleagues.
- Good sense of safety procedures and safe ways of working.
- Ability to judge when a job requires help from regular Caretakers or Executive Director.
- A mature sense of priority setting and of keeping the other staff and the clientele comfortable and confident

4. Qualifications

- Minimum 1 year experience as a cleaner or in a similar position.
- A generalized education at the high school level.
- Knowledge of cleaning products and their uses.
- WHMIS training preferred.

5. Accountability

To the Executive Director

The cleaner is accountable to the Executive Director for day-to-day supervision.

To the Caretakers

The cleaner is responsible for ensuring that the Town Hall fulfills the sanitary and cleanliness objectives established by the Executive Director and the Caretakers.

Wage Range: $22.05 - $26.39 (2026)

Current Hours: 6 days a week Monday - Saturday, approximately 18 hours, part-time Union position with option to join OMERS immediately and benefits after the probation period, if qualify. **Flexible. Work time is after hours with a usual start time of around 9pm Monday to Friday and 5pm on Saturday.**

This is a CUPE Local 2998 position. If you are a City of Toronto employee, you cannot be a member of more than one union local.

If you have cleaning experience and want to provide an organized, hygienic and welcoming space for clients, please submit your resume by noon on August 24, 2026, to the Swansea Town Hall: Attention, Executive Director.

Please either hand deliver in a sealed envelope or email to app@swanseatownhall.ca

Only those selected for an interview will be contacted.