

Village of Lawrencetown Cleaning Staff Job Description

Reporting to: The Village Clerk

Cleaning Staff is responsible for weekly cleaning of both Village office and Dr. Frank Morse Memorial Library. Must be bondable.

Specific duties:

Library:

Weekly: approximately **3.5 hours** per week

- all floors / rugs (swept , vacuumed, mopped)
- all garbage emptied into containers in storage room
- bathrooms cleaned – supplies replenished as needed (toilet paper, paper towels, hand soap)
- dust – window ledges, public computers
- wipe down public computer desks, chairs, tables
- meeting room – tables & sink / counter
- entrance windows & display case glass

3 times Year * **March, September and December**

- wax all floors 2 – 3 coats (approx 4 hrs)
 - * lift all rugs before waxing
- dust tops of book shelving & display case.

Village Office:

Weekly: approximately **1 hour per week**

- all floors / rugs (swept , vacuumed, mopped)
- bathrooms cleaned – supplies replenished as needed (toilet paper, paper towels, hand soap)
- wipe down computer desks, tables , counters, window ledges
- all garbage emptied