

# Woolwich Township Job Posting



**Date:** December 18, 2025  
**Position:** Custodial Attendant (Temporary Part-Time) - Elmira  
**Wage Rate/Grade:** \$23.00 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Due to a vacancy, Recreation & Community Services is seeking to fill one (1) temporary part-time Custodial Attendant starting January 2026 for up to twelve (12) months.

## **Purpose of Position and Profile**

The primary focus of this position is to maintain cleanliness and general housekeeping, primarily at the Woolwich Memorial Centre (24 Snyder Ave South, Elmira), ensuring compliance with Township operational and health and safety standards.

## **Responsibilities:**

- Maintain cleanliness of facilities and grounds in all respects
- Maintain logbook and records as required
- Follow assigned cleaning schedules to maintain expected standards of cleanliness
- Follow all Township policies and procedures
- General Housekeeping Duties including but not limited to; Dusting and sanitizing surfaces, Wet/dry mopping and vacuuming, cleaning windows, polishing and scrubbing floors, stripping and re-finishing floor surfaces, swing scrubbing, etc.
- Operation of equipment including floor buffers, auto scrubbers, vacuum cleaners, carpet cleaners, etc.
- Event set-up and tear-down
- Completing material/supply checklists
- Additional duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- High school (grade 12) diploma or GED
- Basic computer skills
- Valid Class G Driver's License, licensed to drive in Ontario
- Ability to read and understand material safety data sheets, product labels as well as basic writing and arithmetical skills is a necessity
- Must have good communication skills to receive and comprehend instructions, interact positively with supervisors, staff and the general public and function as an effective team member
- Ability to work constructively in a team environment and act independently as required
- Previous commercial/industrial cleaning experience a necessity
- Required to participate in supplementary training related to the Recreation and Community Services department (Workplace Hazardous Materials Information System (WHMIS), Health & Safety, First Aid and CPR, Facility Equipment Operation, Payroll system, etc.)
- Follow safe and appropriate practices and procedures, and exercise sound judgment at all times.

**Hours of Work and Working Conditions**

- 12 hours per week (3 shifts per week)
- Willingness to work shifts, including evenings, early mornings, weekends and statutory holidays.
- Required to wear personal protective equipment
- Must be physically fit and able to perform all essential duties/requirements associated with the position
- Ability to regularly lift and move up to 50lbs.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Thursday, January 8<sup>th</sup>, 2026. Please quote job posting 2025-61.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.