



TOWNSHIP OF MADAWASKA VALLEY

EMPLOYMENT OPPORTUNITY

Building Custodian – Municipal Office Part Time

The Corporation of the Township of Madawaska Valley is currently accepting applications for the part time position of Building Custodian.

Under the direction of and reporting to the Treasurer, the successful candidate will be responsible for the cleanliness and general custodial duties of the **Municipal Office, Yard 1 & Yard 2 Garages**. This position requires the candidate to sweep and mop floors, vacuum carpets, remove trash from all rooms in the building, clean all bathrooms, load and empty dishes into dishwasher, dust throughout office and wipe down appliances/desks/tables and other duties as required related to care and cleanliness and ordering of supplies. Flexibility with work schedule is required, due to the nature of the building operations, the applicant will be required to work evenings to complete duties of the position beginning at 3pm. The hours worked for this position is approximately 22-25 hours every week as well as requiring additional hours for a Spring and Fall cleaning.

Qualifications:

- Minimum of 1 year related work experience
- Good interpersonal skills, written and verbal
- Skilled and capable in the use of the tools and equipment required to perform the functions of the position
- Must be physically capable of performing all assigned duties – lifting up to 50lbs, bending, stretching, climbing ladders, manual dexterity
- Required to submit a current criminal record check prior to beginning
- Must sign a confidentiality agreement
- A valid driver's license would be required to travel to different work locations

Compensation:

- \$22.18 – \$26.10 hourly plus vacation pay, no benefits. Option to enroll in OMERS pension plan.

If you are interested, please submit a resume OR letter of interest with relevant work experience and references with the subject line **“Building Custodian” by 3:00 p.m., January 16th, 2026 to:**

Attention: Amanda Hudder, Treasurer
Township of Madawaska Valley
85 Bay Street, PO Box 1000
Barry's Bay, ON K0J 1B0
Email: treasurer@madawaskavalley.ca / Facsimile: 613-756-0553

Thank you for your interest, however, only applicants considered for an interview will be contacted.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.