

DUTIES OF CARETAKER

Hours

8 a.m. - 11 a.m.) --- Mon. - Sat.
6 p.m. - 9 p.m.)

Check furnace when necessary on Sunday

Duties

Daily

Open and close building
Wash glass doors & display case
~~Vacuum carpets on each floor~~
Sweep entrance sidewalks and steps leading into the building
~~Furnace to be checked and kept in good running order~~
~~Raise and lower flag~~
Carry mail upstairs
Change electric light bulbs when necessary
Polish brass plate

When necessary

Carry garbage to sidewalk and return cans to building
Shovel snow from front steps
Sprinkle rock salt when icy
Cut grass and hose lawn in summer
Keep furnace room clean, floor washed, etc.
Other duties as requested, -- open windows, move furniture, etc.
Simple repairs.

Note

- No dusting, emptying wastebaskets, ashtrays, etc.
- No sweeping indoors except furnace room and caretaker's room.

Commissionaire duties.

Questions to Ask

1. How would you handle a disturbance, e.g. rowdy children.
 2. What would you do if you had definite evidence that someone has taken a book or cut material out of a book.
 3. Do you mind climbing ladders.
 4. Are you handy with tools.
 5. Would you mind working a split shift.
 6. Do you mind being supervised by a woman.
-

BRANTFORD PUBLIC LIBRARY

43 hours per week at \$3.00 per hour = \$129.00 per week

\$129.00 per week = \$6,708.00 per year
= 559.00 per month

OHIP employee pays \$2.40 single or \$4.80 family
employer pays \$9.60 single or \$19.20 family

Health plan after 3 months
employee pays .72 single or 1.61 family
employer pays \$2.87 single or \$6.42 family

Pension after one year salary at \$559.00 per month would be \$23.65 a month.

Employees are paid once a month - 2nd last banking day of the month

Probationary period - 3 months.

Sick leave - 20 days a year after probationary period of 3 months.

Questions to Ask

1. How would you handle a disturbance, e.g. rowdy children. ✓
2. What would you do if you had definite evidence that someone has taken a book or cut material out of a book. ✓
3. Do you mind climbing ladders. ✓
4. Are you handy with tools. ✓
5. Would you mind working a split shift. ✓
6. Do you mind being supervised by a woman. ✓

→ 1. ?
→ 2. ?

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CLEANING FIRM
CARETAKER

1. Tile floor area (mending room also)
1. Open and close library
2. Wash glass doors and show case daily (also brass plaque)
3. Sweep sidewalk and outside steps daily.
4. Sweep inside stairways (if needed during the day)
5. Attend to furnace.
6. Change electric lights when necessary.
7. Light odd jobs, dusting, etc.
8. Empty waste baskets - keep rear entrance tidy.
9. Empty book drop when necessary.
10. Vacuum carpets daily

Note: Cleaning firm will keep equipment in downstairs washroom.

Seasonal

1. Clean snow from steps and lower entrance sidewalk during heavy afternoon snowfalls
2. Cut lawn in summer and run hose if necessary - weed and trim hedge.
\$2.00 per hour extra. (If not in regular hours)

Hours of work - 5 hours daily.

Approx. 8 to 11 A.M.
6 - 8 P.M.

Wed. — until carpets are swept.

CLEANING FIRM

1. Tile floor area (mending room also)
2. Stairways (front and back) - sweep and wash
3. Lower floor - sweep and wash including school library room.
4. Clean washrooms
5. Windows
6. Dusting.
7. ~~Vacuum carpets (?)~~

Brantford, Ontario,

June 29th. 1967.

Brantford Public Library,
Attn: Mr. Creamer,
Charlotte Street, Brantford, Ontario.

Cleaning Agreement.

For the sum of \$190.00 monthly, the following are agreed to.

Tile floor area.

Dry-clean daily

sweep with treated mop before and after dry-cleaning.

wash and wax as necessary,

Stairways,

Sweep daily

wash as necessary.

Office.

Dust desks, file cabinets, window ledges, etc.

wash ashtrays,

sweeping and other general maintenance to be done daily, as required to keep floors in a clean condition, as is acceptable to the management and staff.

Windows,

to be done on request, at the rate of 30 cents per glass.

This agreement may be terminated at any time if above services are not performed to the satisfaction of the management.

MacKinnon and Son Janitor Service,

Fred MacKinnon
Fred MacKinnon.

3-2316



BRANTFORD PUBLIC LIBRARY
BRANTFORD, ONTARIO

MRS. LAVINKA CLARK
CHIEF LIBRARIAN

Custodian/Commissionaire

Hours 7:30 a.m. - 12 noon - 6-8:30 p.m. Monday to Friday
8:30 a.m. - 5:30 Sat. - 1 hr. for lunch

Duties
Daily

Open and close building ——— *Key*
Clean glass doors and display cases
Sweep sidewalks, steps, and entrances
Carry mail upstairs
Empty wastebaskets, ashtrays, etc.
Dust desks, tables, etc.
Pick up debris, paper etc. off lawn
Keep rear entrance tidy
See that all doors and windows are secured each night

When necessary Carry garbage to sidewalk and return to building
Shovel snow from front steps
Sprinkle rock salt on steps and sidewalks when icy and sand
on driveways
Cut grass, edge lawn, clip hedges etc., in summer
Keep storage room, boiler room clean
Simple repairs, painting, general odd jobs when necessary
Assemble equipment, e.g. lockers
Set out chairs for story hour

NOTE No floor polishing or vacuuming rugs at present
No window cleaning

Commissionaire Duties

6-8:30 p.m. Mon. - Fri.
9-5:30 Sat.

Tour building: *Continual tour*
1. Adult Dept. - Ref. room, stacks, foyer, front and back stairways
2. Boys' and Girls' Dept. (2 rooms)
3. Lower halls - check work rooms on lower level
4. Ask rowdy young people to behave or leave building

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Commissionaire duties.