

JOB POSTING

The Bradford Curling Club is accepting bids on the Cleaning Contract.

Cleaning:

Duties and Responsibilities

Cleaning will be performed at least 4 times weekly and before and after weekend events / rentals.

Upstairs level

Kitchen: Filling paper towel holder and hand soap dispenser, wiping off kitchen and bar counters and coffee maker table.

Hot mop floors in kitchen, bar and centre of room 1 time per week plus before and after weekend events/rentals.

Vacuum the stairs and upstairs club room 4 times per week plus before and after weekend events/rentals. Wednesday morning vacuuming is mandatory.

Wipe off window ledge and clean windows overlooking ice 3 times per week or as needed.

Empty garbage containers daily and take to dumpster (located on north side of arena).

Recycling day is Thursday (as determined by Simcoe County). Recycling must be outside the front door before 9am. Liquor bottles are returned to the beer store by the bar director – place liquor bottles under the bar counter.

Downstairs level

Wipe off window ledge and clean windows overlooking ice 1 time per week or as needed.

Empty garbage containers daily and take to dumpster (located on north side of arena).

Vacuum 4 times per week plus before and after weekend events/rentals. Wednesday morning vacuuming is mandatory.

Refill toilet paper and paper towel holders in ladies and men's washrooms and in the hallway.

Washrooms: clean toilets, sinks, floors, mirrors, and wipe off counters. Empty sanitary napkin refuse containers.

- ◆ The contractor is responsible for organizing coverage at his/her expense during sickness, absence, or holidays.

Extent of Service:

The contractor shall work on-site at BCC on an as required basis and devote such attention and energy as is necessary to fulfil the duties and responsibilities hereunder. As required is defined as the hours per day, or week required to ensure that the service is successfully completed.

- ◆ BCC will provide the contractor with a schedule of events at least one week in advance so that the Contractor can provide sufficient coverage.

Job descriptions may be slightly revised by the board of directors.

Please submit bids / inquiries to Rob Ben (robertwben@rogers.com) by July 31, 2010.