

Canwood Elks Hall - Caretaker Position

The Canwood Elks Hall Committee is searching for a person to assume the duties and responsibilities of Caretaker for the Canwood Elks Community Hall. This individual would be responsible for:

- Opening and closing hall for all functions and available if needed; and
- Inform renters of rules that are posted in hall.

After functions:

- Clean all surfaces in bathrooms and ensure well stocked with toiletries for events;
- Remove garbage from all trash cans including bathrooms;
- Vacuum carpets including stage and wash floors in main hall, kitchen, bar, entry and bathrooms;
- Clean the back stairwell that leads to the bowling alley;
- Wash off kitchen counters and clean sinks;
- Spot wipe the chairs.

Regular ongoing or as needed maintenance:

- Clean front and back sidewalks from snow or any ice that forms;
- Clean windows twice a year or as need;
- Maintain cleaning and toiletries supplies;
- Dust chair rail once a month in main hall
- Dust coat rack monthly;
- Wash and wax floors as needed.

Please submit your resume to:

Canwood Elks Hall Committee

Attn: Secretary

Box 172, Canwood, SK

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Fax: (306) 468-2805 or

Email: canwood.town@sasktel.net

The closing date for this position is 3:00 p.m. September 22, 2022. If you have any questions about this position, please contact the Village office at (306)468-2016.