



Employment Opportunity

To:	Members of CUPE and its Local 65
Position:	Caretaker – Full-Time Permanent
Department:	Operations & Facilities Division
Hours of Work:	40 hour workweek
Location:	Memorial Sports Centre, 740 Scott St Fort Frances
Wage Rate:	\$24.42 /hour (increasing to \$24.91 in January 2026)
Commencing:	As soon as possible
Posting Date	November 12, 2025
Deadline:	Open Until Filled
Job Description:	Enclosed

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca with the subject line: Caretaker

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

This position is a Full-Time position with hours in day shift, evenings and some nights and weekends.

For more information, please contact Ray Calder, Facilities Superintendent, at 807 276-7584.



POSITION DESCRIPTION

Position Title:	Caretaker – Full-Time
General Supervisor:	Facilities Superintendent
Employee Group:	CUPE and its Local 65
Date Reviewed:	September 29, 2025

Position Summary

- The incumbent is responsible for cleaning change rooms, washrooms, shower areas, hallways, lobbies, viewing areas, activity areas and vestibules in the Memorial Sports Centre.

Direction Received

- The incumbent reports directly to the Facilities Superintendent.
- The incumbent follows established maintenance routines and is directed by policies and operating procedures.

Direction of Others

- The incumbent has no supervisory responsibilities and is not responsible for the direction of others.

Revenue, Asset and Expenditure Scope

- None specifically identified for this position.

General Responsibilities

- Provides janitorial services in the day-to-day cleaning of pool area change rooms, hallways, weight training area, squash courts, pool viewing area, main lobby area, and main washrooms.
- Performs additional cleaning tasks in hallways, seating areas, upstairs corridor, change rooms, main lobby, washrooms and meeting area.
- Assists other staff with seasonal maintenance and repairs
- Available to provide assistance with large special events as required.

- Performs other duties as assigned.

Education and Qualifications

Required:

- Ontario Secondary School Diploma (or equivalent)
- Valid Ontario Driver's Licence
- Demonstrated transferable skills and related experience

Preferred:

- Standard First Aid & CPR

Knowledge, Ability & Skill

- Understands and effectively carries out oral and written instructions
- Able to organize and complete work assignments under minimal supervision
- Demonstrates the ability to work both independently and in a team setting
- Demonstrates willingness to learn, and the ability to adapt and take initiative

Effort

- Regular muscular exertion through the movement of equipment and products
 - This requires command of both fine and gross motor skills.
- Physical demands relate to muscular and sensory strain for prolonged periods of time.
 - This includes continuous standing and walking, reaching, stooping, and contorting oneself to perform cleaning tasks.
- Operation of equipment and tools requiring physical coordination and control
 - This includes the use of vacuum cleaners, brooms, and automatic floor-scrubbing equipment.

Working Conditions

- The workday is spent primarily indoors in a recreational facility environment.
- The incumbent will be exposed to work-related hazards and disagreeable conditions, including temperature extremes, high humidity, and wetness.
- The incumbent is required to work night shifts and during the weekend.

Conditions of Employment

- Satisfactory Criminal Background and Vulnerable Sector Check.