



# *Town of Hanley*

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## **REQUEST FOR PROPOSAL**

The Town of Hanley is seeking a proposal from an individual to perform the duties of ***Caretaker*** for the Community Center building. This building includes the Town Office, RM Office, Health/Chiropractor rooms, Community Hall, Kitchen, large meeting room, furnace room, foyer and washrooms. There are outdoor sidewalks to maintain in the winter as well (snow clearing and salt/sand).

This is not an employee position.

The individual will be required to lift, bend, clean, vacuum, mop, sweep, climb a ladder, shovel snow, and perform minor repairs. Considerable table and chair set-up and take-down is involved. The position requires ordering cleaning and maintenance supplies as well as maintaining a small inventory of the same.

Working hours are daily over 7 days-a-week usually evening and early mornings. However, it is possible that shoveling snow may be done several times during a day. During the curling season, extra weekend coverage may be required. The individual must co-ordinate working hours and duties around the various events in the building.

There are duties that are repeated daily (such as garbage, recycle, vacuuming, sanitizing washrooms, cleaning main floor areas) and other duties done weekly (extensive cleaning after a special event). Some duties are as-needed such as cleaning the kitchen, stain removal on carpets, scrub/polish floors, dusting, wiping walls, and window washing.

Your response to this RFP must include:

1. A resume or short commentary of experience;
2. Your proposed monthly compensation/fees (note payment is made once per month).

Note: Two work references may be required prior to awarding the work.

Respond to the Town Office by mail or hand deliver. The deadline is noon on Friday, November 25<sup>th</sup>, 2022.