



Invitation to Tender - Janitorial Contract Opportunity

The Town of Carrot River is currently seeking an individual or group to work with on a contracted basis for the purposes of **Community Hall Janitor**.

Duties include (but are not limited to):

- Before and After Each Rental
 - Dust horizontal surfaces, wash counter tops, including around light switches, windowsills and ledges
 - Wash Counter Tops
 - Sweep all floors including coatroom, stage, etc.
 - Wash floors with floor machine and mop as needed
 - Empty outside trashcan and ashtray
 - Remove fingerprints and smudges from walls, doors, partitions, ledges and woodwork.
 - Report any remnants from users that should not have remained
 - Clean both sides of entrance door glass
 - Inspect any tables or chairs that are left out for damage and report to Administrator
 - Remove trash and waste paper to outside bin
 - Wash and disinfect all washroom floors, walls fixtures and clean mirrors, clean and sanitize toilets and urinals
 - Clean ovens after each kitchen use
 - Wash and restock t-towels in a timely manner
 - Ensure that kitchen supplies have been put back into place and that there is no “unreasonable” loss of supplies
 - Replenish and ensure that there is sufficient supply of paper towels, tissue and soap
 - Keep storage room and furnace room clean and orderly
 - Sweep sidewalks when necessary
 - Remove snow from all sidewalks and cement pads after every snowfall (ensure snow removal is completed prior to all bookings in the winter)
- Weekly
 - Dust all baseboards, ledges and frames, ceiling areas, fans
 - Clean all metal doors and doorsills
 - Clean both sides of windows throughout the hall
 - Prepare hall for Provincial Court & Take down before next rental
- Periodically
 - Wash all walls, ceiling fans, cupboards (inside and outside), ceiling grids
 - Clean air grilles, air vents and heat grilles twice per year
 - Remove and replace furnace filters and light bulbs
 - Clean window blinds
 - Waxing stage flooring and stripping as needed
 - All other flooring apply buffing as necessary
 - Defrost freezer in bar, clean all coolers inside and out
 - Clean range hood
 - Work with administrator and Town staff to keep hall well stocked and in condition that the Community is proud of

The Ideal Candidate will:

- Be bondable
- Have demonstrated cleaning experience

The successful applicant will begin on, or about May 22, 2026 and will report to the Administrator. New contractors are subject to a probation period prior to being awarded a long-term contract.

If you are interested in applying, please submit your tender with two references prior to

4:30 pm Tuesday, May 19, 2026 to:

Taryn Bryson – Town Administrator
Box 147 Carrot River, Saskatchewan S0E 0L0
Email cao@carrotriver.ca or
Fax (306) 768-2930

We thank all applicants for their interest, however, only those selected for an interview will be contacted.