



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
PO Box 148, Port Loring, Ontario POH 1Y0
secretary@loringslb.com

REQUEST FOR TENDER

2025-26 Janitor for the Argyle Community Centre **and the Activity Centre**

Nature of Work

The person in this position will be assisting in the safe operation, janitorial, and maintenance of the Argyle Community Centre (ACC), Activity Centre.

Controls Over the Work

The position will coordinate with the Board Lead of the Recreation to meet the needs of recreation and complex facility users, perform scheduled inside and outside work as assigned.

Particulars of the Position

- This position will be up to 10 hours per week
- After hours and weekend work is required
- Winning tender will submit monthly invoices with the dates and hours worked for each cleaning.

Qualifications

- Must be at least 18 years of age
- Must complete WHMIS within the first 30 days of the contract
- Hard working, self-motivated with strong mechanical aptitude and experience in the use of hand and power tools, building maintenance and janitorial duties
- Demonstrated ability in effective customer service and awareness of cultural and accessible diversities
- Effective inter-personal and oral communication skills

- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines

Duties and Responsibilities

- Performs other tasks as assigned by recreation lead
- Building maintenance and janitorial duties for all designated facilities
- Respond and proactively address customer service issues
- Regularly consult with the Recreation Lead on the LSB Board regarding issues
- Perform regular checks of all facilities for safety under current Health and Safety requirements (including signs of rodent/pest infestation or problems)
- Snow removal from facility doorways and emergency exits as required
- Perform any other activities for the Loring and District Local Service Board pertaining to these above-mentioned facilities

Physical Demands

Work consists of moderate to heavy lifting over 20 kg, climbing, walking, twisting, bending, pushing, pulling, working in awkward positions, and working in all types of weather conditions.

Tenders are to be submitted to the LSB no later than **October 15, 2025**. Tenders are to be mailed or emailed to the above address. Tenders will be opened at the October 16, 2025 meeting.

Included in Tender Application

1. Hourly Rate
2. Provide Certificate of Liability Insurance with a minimum of \$2,000,000.00 with the Loring and District Local Services Board as a co-insurer
3. Provide WSIB Clearance Certificate

The lowest bid will not necessarily be awarded.

Peggy Whitehead
Secretary-Treasurer

Posted September 24, 2025

This tender can also be viewed at OUR website www.loringlsb.com