Caledonia Agricultural Society

151 Caithness Street East
Caledonia, ON N3W 1C2
Canada

Job Description – Lead Custodian
PERMANENT, FULL TIME

This job description has been designed to indicate the general nature and level of work performed by a lead custodian of the Caledonia Agricultural Society. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

General Statement of Duties/ Job Objectives

The Lead Custodian will work under the direction of the General Manager to perform tasks related to cleaning and facilities maintenance. These tasks include but are not limited to general cleaning and janitorial work; and facilities upkeep/ maintenance.

Qualifications:

1. A Drivers License without restrictions, valid for use in the Province of Ontario, Canada.
2. A high school diploma recognized in the Province of Ontario, Canada (or equivalent).
3. Previous experience as a caretaker, custodian, handyman, etc. an asset.

Duties:

1. Comply with the by-laws of the Caledonia Agricultural Society in carrying out duties.
2. Prudently respect, safeguard, and utilize the organization's resources within the budget guidelines according to current laws and regulations.
3. Act in a professional, respectful, and responsible manner at all times, including with other employees, volunteers, and the public.
4. Understand and demonstrate the proper use of safety practices. Actively participate in environmental health and safety responsibility by following established policies and procedures.
5. Perform routine and comprehensive maintenance of assigned facilities and grounds (ex. changing air filters, lawn maintenance, machinery upkeep, etc.).
6. Perform a variety of custodial-type duties such as moving equipment/furniture up/down stairs, changing light bulbs, shoveling snow, etc.
7. Use machinery such as a tractor, riding or manual lawnmower, snowblower, and golf-cart/ off-road vehicles.
8. Perform cleaning duties such as cleaning floors, washing walls, cleaning glass windows and doors, cleaning and servicing washrooms, removing rubbish, and using chemicals and cleaning agents to undertake these duties.
9. Create work schedules for custodians for approval by the General Manager.
10. Other duties as prescribed from time to time as determined by the General Manager and/or the Board of Directors of the Caledonia Agricultural Society.

Physical Requirements

This is a physically demanding position which requires standing for extended periods of time, lifting heavy objects on a regular basis, and undertaking repetitive tasks with few breaks.

Working Conditions

This position requires working indoors, outdoors, and in low-heat conditions (barns and outbuildings). The organization does not offer virtual, hybrid, or work-from-home arrangements for this position.

Working Hours

This position requires irregular shift work as assigned on an as-needed basis and scheduled by the General Manager including early morning, evening, and weekend work. 35 hours per week.

Compensation & Benefits

Salary $36,400.00 to $41,860.00 per annum. 2-weeks paid vacation time per year. Eligible for participation in employer group benefits plan following 90-day probationary period. Bereavement leave may be granted as necessary.

Approved by the Board of Directors November 10, 2026.