Caretaker – Yarmouth Library and Headquarters
1-year Term position – 48 hours bi-weekly

Western Counties Regional Library (WCRL) is seeking a motivated, hardworking individual to join its organization. The Izaak Walton Killam Memorial Library (Yarmouth Library), located at 405 Main Street, Yarmouth, is WCRL's largest branch, receiving almost 40,000 visits per year.
The WCRL Headquarters, also located at 405 Main Street, Yarmouth NS, supports library branches and is the central shipping and receiving location for all libraries within the regional library system.

Purpose
Maintain a clean, safe and welcoming environment for library patrons, visitors and staff. The successful candidate will be responsible for completing cleaning duties thoroughly, efficiently and with limited supervision and in accordance with health and safety requirements. They will be responsible for clearing snow, ice and fallen debris from library and headquarters exterior walkways and other pathways. They will also be responsible for performing simple maintenance tasks.

Duties and Responsibilities

Cleaning
- Clean and disinfect staff rooms, offices, washrooms, library spaces, common areas and other assigned spaces.
- Sweep, mop, vacuum and machine scrub floors and carpets as required.
- Empty and sort garbage, recycling and compost and clean containers as required.
- Replenish washroom and cleaning supplies.
- Complete assigned daily cleaning duties and periodic weekly, monthly, and seasonal tasks in accordance with instructions and library expectations.
- Perform periodic deep cleaning of staff room, washrooms, hallways, stairwells and common areas.
- Respond to spills and unexpected cleaning needs, following appropriate health and safety procedures.
- Safely use, maintain, and store cleaning chemicals, tools and equipment in accordance with product instructions, WHMIS requirements, and workplace procedures.
- Order cleaning supplies via the Office Manager.

Interior and Exterior Maintenance
- Replace consumables (ex: light bulbs, filters, smoke detector batteries)

- Perform minor plumbing fixes (ex: unclogging sink drains, tightening loose faucet handles, replacing toilet flush valves)
- Clean windows, doors and fix screens.
- Keep walkways and parking lot clear of trash and fallen debris.
- Keep walkways and loading dock free of ice and snow.
- Keep property clean. Remove waste.
- Do yardwork (ex: pull weeds, trim shrubs, prune, water plants)
- Paint and touch-ups to interior and exterior surfaces, including repairing scuffs, chips, stains and peeling paint.

Safety, Security and Systems Checks

- Assist with maintaining building security, including securing doors and windows, following established access procedures, and promptly reporting security concerns or unusual activity
- Perform property inspections and promptly report maintenance concerns, damage and safety hazards that cannot be addressed by the caretaker.
- Test safety equipment (ex: smoke alarms, emergency lights)

Qualifications and Requirements

- Education: Grade 12 or higher
- Languages: Ability to speak, read and write in English at a grade 12 level.
- Related experience in cleaning commercial properties and general maintenance required
- Satisfactory Police Record Check and Child Abuse Registry Check required upon hiring
- Access to reliable transportation

Skills

- Ability to work without direct supervision
- Strong communication skills
- Knowledge of commercial cleaning products and equipment
- Ability to prioritize tasks
- Ability to maintain a professional demeanor
- Detail oriented

Working Conditions

Availability to work weekdays with some evenings and weekends required. Ability to work in all weather environments.

Physical Requirements

Ability to stand for prolonged periods of time.
Ability to safely lift equipment weighing up to 50 lbs.

Position Type

This is a 1-year term, part-time, Union position.

- Wages: $ 21.37 to $21.62 hourly

- Hours: 48 hours bi-weekly
- Schedule: Typically, Tuesday to Friday, 7am to 2pm, including a 1-hour unpaid lunch break. Some evening and weekend work may be required.
- Benefits (cost-shared): health and dental insurance.
- Paid time off

Anticipated Start Date
Wednesday, December 9, 2026

Closing Date
Wednesday, November 18, 2026

To be considered for an interview, applicants must submit their application form, cover letter and resumé to officemanager@westerncounties.ca

A WCRL application form can be obtained from any of Western Counties Regional Library's 10 branches, or at https://westerncounties.ca/wp-content/uploads/2025/07/employmentapplicationform_fillable.pdf

For further inquiries, contact the Office Manager at officemanager@westerncounties.ca or at 902-742-2486 x 221