PART-TIME CUSTODIAN

(Competition No: POL-2026-11)

Posting Date:	November 5, 2026	**Closing Date:**	November 12, 2026
Department:	Timmins Police Service	**Hours per Week:**	15-20 hours per week
Benefits Entitlement:	No	**Pension Entitlement:**	Yes
Salary:	$24.00 per hour (2026)	**Union:**	Civilian Members

Position Summary

The Timmins Police Service is seeking an energetic and highly motivated individual who can meet the demands of our community and our staff. The successful applicant will be working under the supervision of the Chief Human Resources Executive and the Lead Custodian, to help maintain a clean, safe and sanitary environment across the Service's offices, public spaces and holding cells.

Hours of Work

Hours are 1600 to 2100, 3 to 4 days per week, alternating Saturdays and Statutory holidays from 1000 to 1500, with alternating Sundays on-call, and the possibility of additional hours based on operational needs.

General Duties

- Sweep, mop, strip and wax floors and stairs, vacuum carpets, and dust office furniture.
- Clean and disinfect restrooms, locker rooms, and holding cell blocks.
- Clean and disinfect high touch surfaces such as door handles and countertops.
- Clean windowsills and windows.
- Handle sensitive biohazard clean up.
- Empty trash and recycling bins, safely disposing of hazardous and non-hazardous waste.
- Restock restrooms with paper products, soap and essential supplies.
- Track supplies and advise when stock is running low.
- Perform other duties as assigned.

Qualifications

- Successful completion of Secondary School (Grade 12) or equivalent.
- Minimum of three (3) years' experience in commercial or industrial cleaning.
- Ability to physically perform essential job functions. Capable of standing for long periods, bending, pushing, lifting, carrying and placing heavy items.
- Ability to follow oral and written instructions.
- Excellent communication skills, both verbal and written.
- Ability to maintain information in confidence and exercise good judgement, trust and integrity.
- Well-developed time management, prioritization, multi-tasking and organizational skills.
- Ability to prioritize work assignments in a fast-paced work environment with constant interruptions.
- Ability to work effectively with others.
- Ability to work independently and under minimum supervision.
- Canadian citizen or permanent resident status required.
- Must pass a security clearance as well as background investigation, credit check, and reference checks.

Application and Deadline Instructions

Submit a cover letter and a resume including details of your qualifications as well as the **Consent and Release of Liability form** found on our website, quoting Competition No. POL-2026-11. All applications must be received in the Timmins Police Service by 16:00 on the closing date of **November 12, 2026**.

Applications may be submitted as follows:

1. Via E-Mail – TPSRecruitment@timmins.ca

The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED.