

TENDER

The Rural Municipality of Leask No. 464 is currently accepting tenders for the provision of Indoor & Outdoor Caretaking Services at our facility located at 231 1st Ave. South in Leask, SK.

Scope of duties for Indoor Caretaker will include daily cleaning of the building entrance, upstairs office facilities and as needed cleaning of downstairs parole meeting room.

Scope of duties for Outdoor Caretaker will include snow clearing and lawn mowing, encompassing the entire outdoor property.

Indoor Responsibilities to Include:

- Maintenance of all floors and stairs (sweeping, washing and vacuuming)
- In office, cleaning of counters, desks and workstations; including dusting of equipment
- In meeting room, cleaning of all surfaces and appliances, and washing dishes
- Emptying all trash and recycling containers; proper placing outdoors for pick up
- Daily cleaning of washrooms
- Seasonal duties and/or as required: interior and exterior window cleaning, interior wall cleaning and floor waxing

Outdoor Responsibilities to Include:

- Snow clearing (entire front and side of R.M. property before 9:00AM)
- Repeated snow clearing should significant snowfall continue throughout business hours (non blizzard-like conditions)
- Lawn mowing and edge snipping once per week, or as needed (cenotaph swept of grass clippings afterwards)

The Successful Applicant will be:

- Trustworthy, honest and bondable
- Able to work independently and efficiently
- Able to work evenings and weekends

Each caretaking tender may be applied for individually or together.

Interested applicants are encouraged to submit their tender, complete with qualifications and expected monthly compensation to the following address by no later than February 6, 2023, to the R.M. of Leask at PO Box 190, Leask, SK, S0J 1M0, or email rmleask.464@sasktel.net.

We thank all who apply and advise that only those selected for further consideration will be contacted.