



Town of Southey

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Request for Proposal for Memorial Hall Caretaker

Submit proposal to Town Office for the Caretaker of the Memorial Hall. Open till Feb 28th at 3:30 pm.

Duties and Responsibilities

General

- Clean Bathrooms, sweep and wash floors, including kitchen after all functions.
- Make sure all lights are switched off.
- Remove all garbage from the building after each function.
- Setting the garbage bins out for garbage pick-up on Wednesdays
- Vacuum carpeted entry ways after each function
- Storage rooms, and kitchen are to be kept tidy and mopped.
- Entrances, exits and all sidewalks are to be kept free of snow, ice and weeds for each function, Snow is to be kept clear of all entrances at all times.
- Ensure that fridges, counters and stove tops are wiped clean before any kitchen rentals. If there is any sign of rodents, clean up and place poison or traps in infected areas.
- Other than basic cleaning supplies, approval is required before purchasing. Reimbursement will be made from original receipt only.
- All repairs are to be brought to the attention of the Town Office.
- The hall must be ready to use within a reasonable time frame. Unlocking and locking of doors must be done for all functions that are after business hours if group is unable to grab a key from the office.
- Furnaces are to be checked twice weekly during summer and daily during winter.
- Check that both thermostats are working properly, if batteries are low or there are issues inform the Town Office.

Any concerns or problems should be addressed to the Town Office.

The Town Office will notify caretaker of functions via e-mail.

Caretaker must notify the Town Office in advance of holidays so arrangements can be made.

Caretaker must notify the Town Office a month in advance if terminating their contract.

Supplies provided by Town.