



# Town of Caledonia

[www.townofcaledonia.com](http://www.townofcaledonia.com)  
PO Box 190, Readfield WI 54969  
(920) 667-4773

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**Position:** Part-Time Commercial Cleaning  
**Pay:** \$21/hour with a 2 hour minimum  
**Anticipated Hours:** up to 20 hours/week average, variable by time of year, variable schedule  
**Benefits:** None  
**Reports to:** Town Chairperson

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## Qualifications:

- A strong attention to detail and a desire to produce quality work
- The ability to work independently with minimal supervision
- Previous experience in cleaning or property management is a plus, but not required
- Valid drivers license and ability to pass a background check
- Weekend availability required

## Job Description:

- Clean and maintain common areas including community spaces, indoor and outdoor restrooms, pavilions, offices, and storage areas at the Town Hall, Gruetzmacher Park, and Readfield Park
- Empty indoor and outdoor trash receptacles
- Ensure supplies (eg: soap, toilet paper, paper towel) are sufficiently stocked
- Order cleaning supplies as needed and manage budget
- Report any needed repairs or facility issues
- Use appropriate cleaning equipment and supplies to ensure the highest standards of hygiene
- Follow a set schedule for regular cleaning tasks and manage post-rental inspections as needed
- Heavy lifting, bending, and the use of chemicals are required for this position
- This is not an exhaustive list of job responsibilities and therefore other duties may be assigned
- Fill in for Maintenance position as needed