

EMPLOYMENT OPPORTUNITY

Position: Temporary Contract – Custodian, Community Centre, Binoojii House, Health Centre
Duration: Temporary – relief for sick leave
Salary: To be determined
Start Date: November 20, 2017

Under the direct supervision of the First Nation Administrator, the individual hired, will be required to perform, but not be limited to the following duties and responsibilities:

DUTIES & RESPONSIBILITIES:

- Sweep and wash all floors and all areas surrounding.
- Vacuum all carpeted areas, dust, removal of garbage from all areas
- Disinfect all inside/outside garbage cans and clean outside ashtrays.
- Report damages and acts of vandalism.
- Keep outside area near exit and entrance clear of snow, stones, sand, paper, cans, etc.
- Secure and clean storage areas.
- Ensure cleaning materials and supplies are stored in a safe and orderly manner.
- Washing of all windows/doors on a regular basis
- To coordinate and monitor supplies purchasing and storage in the appropriate areas within the buildings (supplies will be inclusive of cleaning, and regular operating and maintenance supplies ie;, bathroom supplies, etc.)
- Fill dispensers and maintain supplies for toilet paper, paper towel, hand soap, etc.
- Clean and sanitize the kitchen and bathroom areas
- To ensure the interior and exterior cleaning of all assigned buildings is kept up to standard
- To ensure the removal of garbage and other debris from the administration area and the buildings
- To ensure maintenance is kept up on all equipment (ie. Vacuum cleaner, etc.)
- To set a routine for cleaning that will be followed to ensure continuity
- To report any deficiencies, damages, missing equipment or potential hazards, to the First Nation Administrator
- To ensure that at no time, anyone other than Staff/Council are allowed into the buildings during cleaning times
- To adhere to the overall job description for this position

Please submit your application/updated resume to the First Nation Government Office, Attention: Rhonda Williams, Administrator, on or by November 10, 2017 at 12:00 p.m.

All applicants must possess a clean CPIC prior to hiring.