

JOB POSTING DETAILS

Job Title	Daycare Custodian / Maintenance Person	Job Type	NA
ES Job ID	3338	Duration	NA
Date Posted	April 25, 2022	Location	Cutler
		Closing Date	May 31, 2022

Job Overview - Description & Duties

Daycare Custodian / Maintenance Person
Casual Relief

The Day Care Custodian is responsible for the care and maintenance of the Centre by ensuring that proper sanitation methods are in place and practiced in order to keep a clean, safe and orderly work area.

In support of Serpent River First Nation's goal of providing quality management, the Day Care Custodian shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership.

Staff will clean and sanitize as per current COVID-19 protocols.

Position Duties

The daycare Custodian/Maintenance person will in every aspect of their position, promote the Serpent River First Nations Vision and Mission Statements, maintain the level of professionalism expected by the Serpent River First Nation as outlined through the Policies and Procedures manual and uphold the ethics of their position and the Community Development Team.

In addition, the Day Care Custodian/Maintenance person will complete the following duties as required by their position:

- Perform visual safety checks inside and outside perimeter including the sheds and playground. Call the Administrator immediately if a serious occurrence will need to be reported.
- Collect and take out the garbage in daycare nightly
- Wipe down and disinfect all keyboards, computers and photocopiers.
- Disinfect all sinks, toilets, tabletops and door handles using the proper disinfectant.
- Ensure all soap, paper towels and toilet paper dispensers are full.
- Sweep/vacuum and mop all floors in offices, classrooms, hallways and kitchen.
- Vacuum all carpets and rugs throughout the centre.
- Empty and disinfect all wastebaskets including the covers and refill with new garbage bags.
- Ensure that all corridors and entrances are free from obstruction.
- Check kitchen countertops and put away any foods that may have been left out.
- Ensure entrances are clear of snow and ice, using salt and/or sand to eliminate slippery conditions throughout the day, paying special attention before opening and pick-up(3:30)
- Clean and disinfect tables (tops, underneath and legs), doors, door frames and light switches.
- Inspect table, chairs and toy shelves for any deficiencies.
- Wipe down classroom chairs.
- Wash windows, screens and window sills
- Thorough cleaning of all bathrooms and all children's cubbies.
- Monitor all cleaning supplies, and dispensers and complete purchase orders as needed, submit them to Day Care Administrator.

Required Skills

Qualifications

- High School Diploma, Grade 12 preferred
- WHMIS certificate
- One (1) year of experience (preferable) in a janitorial/custodial position, including demonstrated learning experience, and a proven track record.
- Knowledge of cleaning and sanitizing products
- General knowledge of health and safety guidelines especially those pertaining to a childcare centre,
- Developed skills in cleaning and maintenance with the ability to work unsupervised.
- Good organizational skills.
- First Aid and CPR Certification or within the first three months of employment.
- General maintenance equipment.
- Be able to work overtime to meet deadlines and/or emergency situations
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Hiring Committee

C / O - Sheila Commanda

195 Village Road, Cutler Ontario, P0P 1B0

Fax: 705-844-2757

Email: finance.clerk1@serpentriverfn.com

By: April 29, 2022, at 4:00 pm

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted. Preference will be given to Indigenous applicants.

*Detailed Job Description is available upon request