

JOB POSTING DETAILS

Job Title	Custodian	Job Type	NA
ES Job ID	3587	Duration	NA
Date Posted	August 12, 2022	Location	Massey
		Closing Date	August 24, 2022

Job Overview - Description & Duties

The Custodian is responsible for the uninterrupted operation of community facilities ensuring that standards of cleanliness, attractiveness, a clean environment, and safety and security are met. The Custodian shall be responsible for general cleaning and carrying out routine maintenance and administrative tasks required for maintaining and operating the facilities to the required standards.

Duties and Responsibilities:

- ? Maintain the cleanliness of the building and its grounds
- ? Report breaches of security and all acts of vandalism to the Community Infrastructure Manager.
- ? Promptly provide a list to the Community Infrastructure Manager of all repairs and maintenance that require the services of a skilled tradesperson.
- ? Carry out preventative and general maintenance; ex. replace burnt-out light bulbs as required.
- ? Regulate heat, ventilation and air conditioning systems to prevent temperature appropriate to the season and ensure economical usage of fuel, water and electricity.
- ? Check the building and maintain heat on weekends during inclement weather.
- ? Maintenance outside grounds, ex. Mow the lawn; Cut and control noxious weeds.
- ? Keep all designated sidewalks and entrances free from snow and ice.
- ? Help move furniture, equipment, displays and supplies.
- ? Attend and participate in Community Infrastructure meetings.
- ? Participate in community development meetings, training sessions and ISO activities.
- ? Participate in regular supervision and annual performance evaluations.
- ? Maintain a logbook of activities.
- ? Other duties relevant to the building assigned

Required Skills**Qualifications/Terms & Conditions:**

1. Grade 10 education and a minimum of one year of experience as a Custodian.
2. Able to follow all label instructions on chemical materials and operating instructions for powered equipment.
3. Good oral and communication skills.
4. Computer skills and internet
5. Developed interpersonal skills and effectively work as a team with management and employees.
6. Be able to work flexible hours or overtime to attend to emergency situations.
7. Must be on call to open and close facilities when meetings are held outside of normal business hours.
8. Non-allergic to cleaning chemicals.
9. Ability to operate powered equipment found in janitorial operations.
10. Ability to work with minimal supervision.
11. Ojibway language, knowledge and appreciation of Native culture and heritage are considered definite assets.
12. Ability to perform the physical demands of the job.
13. Current CPR and First Aid Certification

14. Must have a Valid Driver's License and use of own vehicle
15. Six [6] month probationary period.
16. Candidates must provide a criminal reference check and vulnerable sector screening.

Other Requirements

NA

How to Apply

Interested applicants must submit a cover letter, resume, and three work-related references to:

Attn: Hiring Committee

Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0

Fax: (705) 865-3307

Email: spencer_natalie@sagamok.ca

By: Wednesday, August 24, 2022, at 4:00 p.m.

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 Aboriginal people