



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL ROAD
CAPREOL ONTARIO P0M 1H0

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www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Custodian
LOCATION: Wahnapiatae First Nation
REPORTS TO: Director of Operations
TERM: Full-Time, Permanent
HOURS OF WORK: 40 hours per week
STARTING SALARY: Based on experience

NATURE AND SCOPE OF POSITION

Reporting to the Director of Operations, the Custodian is responsible for ensuring that Wahnapiatae First Nation band-owned buildings are neat, clean, safe, and free of debris. This will include cleaning and dusting as well as noting any repair or maintenance issues and deficiencies to the facility's maintenance workers via public works.

DUTIES & RESPONSIBILITIES

- General cleaning of band-owned facilities and vehicles including; sweeping, mopping, laundry, washing windows, etc. while ensuring proper use of all cleaning products and equipment.
- Assist with the setup and tear down of organized events and special occasions.
- Ensure that the facilities are secure prior to departing and ensure that all necessary appliances are turned off.
- Notify Management of Public Works regarding broken facilities, required repairs, and other items pertaining to regular facility maintenance.
- Attend training and workshops as required to maintain certifications
- Thorough cleaning of high traffic areas, bathrooms and kitchen.
- Order, stock cleaning and bathroom supplies.

QUALIFICATIONS, SKILLS, AND KNOWLEDGE

- Minimum of 2 years experience in general cleaning and building maintenance.
- Ability to work in a fast-paced environment while ensuring a high degree of quality of work.
- Ability to work efficiently with minimal supervision.
- Strong understanding of Wahnapiatae First Nation's community and culture.
- Strong organizational and time management skills.
- Ability to work independently with limited supervision.
- Environmental Cleaning Certificate is considered a strong asset.

- WHMIS is considered a strong asset.
- First Aid & CPR is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

As primarily a labour position, many of the demands required will be physical as pushing, lifting, bending and carrying heavy objects up to 50 pounds over the course of a workday. Due to the nature of this position, the ability to manage physical stress will be necessary for many situations.

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to
recruitment@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.