

CHIPPEWAS OF KETTLE AND STONY POINT FIRST NATION

JOB POSTING – JANITOR MAINTENANCE WORKER

PROGRAM AREA: Head Start/Day Care
POSITION TITLE: Full Time Janitor Maintenance Worker
REPORTING PROTOCOL: Reports Directly to the Program Manager



PRIMARY DUTIES:

JANITORIAL

- Carries out minor equipment repairs in children's play equipment (inside/outside), shelves or doors, etc.
- Performs regular inspections on the outdoor equipment and checks a daily log as set by the Ministry of Community & Social Services / Ministry of Education standards.
- Performs janitorial duties to ensure cleanliness of Pre-School Site and Head Start Site.

MAINTENANCE

- Cut the grass and maintain a weed free environment
- Grass cut/weeds cut along fencing when required
- Remove all debris and garbage from the playground and roadside ditch

COMMUNICATIONS:

- Work cooperatively with all staff.
- Frequent interaction with Program Manager

NOTE: All communications are potentially sensitive and are subject to the Head Start/Day Care Program's policy on confidentiality.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Valid Ontario Driver's License with reliable transportation (Asset)
- Knowledge of operating small machinery (i.e. lawn mower, weed eater, snow blower)
- Valid W.H.I.M.I.S. certificate
- Valid First Aid / CPR certificate
- Valid CPIC / Vulnerable Sector Check
- Must adhere to the employment manual of the Chippewas of Kettle & Stony Point First Nation.
- Successful applicant must provide a current and up to date CPIC and vulnerable check upon hiring.
- Successful Applicant must be willing to sign a background consent form.
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunity as per Section 16(1) of the Canadian Human Rights Act (Aboriginal Employment Preference Policy)

Please submit your cover letter, resumes and work related letters of reference to:

Kettle & Stony Point Head Start Day Care
Attention: Erica Bressette, Program Manager
9172 Tecumseh Lane, Kettle and Stony Point FN, ON N0N 1J1
Phone: (519) 786-4255

Deadline: All applications must be received by 4 PM Friday May 18th, 2018. A full Job Description can be picked up from Head Start Day Care.