

# 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.