



Chippewas of Kettle & Stony Point Employment Opportunity - Contract Position

PROGRAM AREA:	Administration
POSITION TITLE:	JANITOR
REPORTING PROTOCOL:	Reports to the Council Executive Assistant

The Chippewas of Kettle & Stony Point First Nation Administration is accepting resumes for the position of Janitor; this is a contracted position. Duties are performed nightly, with possible daytime calls for service. The Janitor is responsible for keeping the Administration Building in a sanitary, safe and orderly condition. This also includes snow removal/salting of all walkways around the building.

PRIMARY DUTIES:

- Sweep and vacuum all floors, including mats, etc.
- Mop all floors
- Empty and remove garbage from all receptacles, place in garbage bin
- Clean, disinfect and restock washrooms
- Clean, disinfect coffee areas, use dishwasher to clean/sanitize cups and dishes
- Dust common areas and furniture, clean interior glass and walls when needed
- Remove snow and ice from all exits and walkways
- Ensure janitor room is orderly and supplies and cleaning equipment is properly stored
- Other assigned tasks as required

ABILITY REQUIREMENT:

- Must be physically able to perform heavy cleaning duties; includes lifting and bending
- Follow the Chippewas of Kettle & Stony Point First Nation Employee Manual
- Must be able to work with minimal supervision

EDUCATION & PROFESSIONAL REQUIREMENTS:

- Grade 12 or equivalent
- Previous janitorial experience
- Valid driver's license required
- Working knowledge of sanitation and safety procedures
- Must provide a current WHMIS Certificate, CPIC and consent to a full background check upon hiring

The Chippewas of Kettle & Stony Point encourages all qualified individuals to apply; however, preference will be given to qualified First Nations people as per Section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code and Section 7 of the Employment Equity Act. First Nation candidates can self-identify in their cover letter to qualify for preferential consideration.

PLEASE SUBMIT YOUR SEALED COVER LETTER AND RESUME WITH A MINIMUM OF 3 WORK RELATED REFERENCES TO:

Chippewas of Kettle & Stony Point Administration – Janitor Position
6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1 or by fax 519-786-2108

DEADLINE TO APPLY: FRIDAY, SEPTEMBER 20, 2019 @ 4:00 pm