



## *Chippewas of Kettle & Stony Point First Nation* **EMPLOYMENT OPPORTUNITY**

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### **On Call Janitor - Administration Office**

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#### **Position Summary:**

The Janitor will keep the Administration building in a sanitary, safe and orderly condition. They will complete the daily cleaning services as scheduled and directed.

#### **Duties:**

- Empty and remove garbage from all receptacles
- Sweep and vacuum floor area, including mats, rugs, etc.
- Wash all floors
- Clean, disinfect and restock washrooms
- Clean and disinfect counter tops, dust surfaces and furniture
- Spot clean interior glass and walls
- Clean and disinfect coffee areas and use dishwashing machine to clean/sanitize cups & dishes.
- Ensure janitorial storage area is orderly and that all supplies and cleaning equipment are stored in their proper place
- Remove snow and ice from all exits; ensure interior and exterior sides are clear at all times
- Garbage cans to be emptied and sanitized daily
- Must be physically able to perform heavy cleaning duties, including ending & lifting.
- Read and understand Material Safety Data sheets with instructions.
- Other assigned tasks as required

#### **Education/Professional Requirements**

- Grade 12 or equivalent
- Previous janitorial experience is an asset
- WHMIS Certification
- Working knowledge of sanitation and safety procedures
- Must pass a criminal record background check

Chippewas of Kettle & Stony Point gives preference to First Nation applicants for employment opportunities as per Section 16(1) of the Canadian Human Rights Act.

**Deadline to apply is Friday, July 30, 2021.** Please submit your cover letter, resume and three (3) work references to [human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org) or in a sealed envelope to the administration office marked "On Call Janitor-Administration".