



**CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION**  
**EMPLOYMENT OPPORTUNITY**  
**ON CALL CASUAL – POSTING UNTIL FILLED**

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<b>PROGRAM AREA:</b>	FIRST NATION ADMINISTRATION
<b>POSITION TITLE:</b>	ON CALL CASUAL CUSTODIAN
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE PROGRAM MANAGER

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**POSITION SUMMARY:** The On Call Casual Custodian will provide cleaning, janitorial and light maintenance and grounds services as scheduled and as directed.

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Minimum Grade 12 or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Previous Custodian experience, preferably at a business or institution.
- WHMIS Training and current WHMIS Certificate.

**SKILLS & ABILITIES:**

- Excellent organizational and time management skills
- Must be physically able to perform heavy cleaning duties, including bending and lifting.
- Must Work well with minimal supervision.
- Proven ability to manage multiple tasks in a day.
- Must be able to understand Material Safety Data and other instructions.
- Must be able to take appropriate training as assigned to upgrade skills when required by law or by policy.
- Driver's License and dependable vehicle

**PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, 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 Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES  
BY UNTIL POSITION IS FILLED**

**ATTN: Wyonna Bressette HR Assistant – On Call Casual Custodian**  
**Email to: [human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org)**  
**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**  
**Fax to: 519-786-2108**

*For a full Job Description email the HR Assistant at: [human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org)  
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED.  
AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL  
CONFIRMATION OF EMPLOYMENT.