



# EMPLOYMENT OPPORTUNITY

## 2 FULL TIME CUSTODIANS

Salary: will be based on WRFN salary grid

The Whitefish River First Nation is seeking a highly motivated individual to fulfill the role and responsibilities for a full-time position of **Custodian** for Whitefish River First Nation owned buildings. The ideal candidate will be responsible for cleaning throughout the facilities (interior and exterior). The Custodian will be skilled in cleaning techniques, with a keen eye to detail, and thorough approach to a wide variety of tasks. This position may require "opening up" the buildings and some lock up responsibilities. The Custodian will on occasion be called upon to assist with emergency response, minor repairs and set-ups/tear downs of events. **Hours will vary depending on operational needs.**

### RESPONSIBILITIES:

The Custodian will report to and receive instructions from the Public Works Manager. Some duties include:

- Daily cleaning and upkeep of floors, washrooms, tables, desks, chairs, offices & garbage disposal;
- Sanitize all equipment and furniture (interior and exterior of building);
- Check and clear all walkways and entrances to the buildings for ice or slippery conditions;
- Keep all access areas clean and safe by sweeping, shoveling, salting and sanding;
- Operate heating, cooling and ventilating systems for energy savings;
- Clean and ensure maintenance of all outside playground equipment;
- Clean and ensure maintenance of all inside playground equipment;
- Inventory of cleaning products & order supplies;
- Experience with floor cleaning, stripping, buffing and waxing;
- Experience in minor repairs, maintenance and preventative maintenance;
- Ensure the buildings are maintained in a healthy, safe, sanitary and timely manner;
- Carry out routine building and grounds maintenance and inspection procedures;
- Ensure cleaning and custodial work duties are completed daily in accordance with completion deadlines;
- Escalate any custodial, maintenance and/or safety issues to the Public Works Manager for resolution;
- Ensures the safety of all members, property and staff by following established WHMIS safety standards and Workplace Health & Safety policies, practices and procedures;
- Must have access to a reliable vehicle and hold a valid G License; must be able to on occasion, provide garbage removal; and all other duties as assigned.

### SKILLS, KNOWLEDGE & QUALIFICATIONS:

Whitefish River First Nation strongly believes our custodians play a very important role. We hold with pride our clean, aesthetically pleasing facilities for any visitor who walks in our doors, and our custodial team help deliver on that first impression. Your typical work day will include keeping our school and daycare looking its best, but your role also comes with meeting some of our community members and visitors to ensure they leave with a memorable experience that they cannot wait to come back to.

1. Grade 12 Diploma or equivalent;
2. Must have CPR/First Aid and WHMIS or be willing to obtain;
3. Must have biohazard Cleanup Training or willing to obtain;
4. Previous custodian experience or related work experience would be an asset;
5. Strong commitment to accuracy and detail;
6. Good communication and interpersonal skills; Ability to follow oral and written instructions;
7. Self-motivation and the ability to work independently as well as in a team environment;
8. Able to prioritize multiple tasks; and impeccable time management;
9. Must have valid driver's license and access to a reliable vehicle;
10. Must be able to safely operate: power tools, drills, snow blower, lawn mower and etc.;
11. Must perform indoor and outdoor working conditions year-round in various weather conditions;
12. The physical ability to move and lift furniture, and safely operate cleaning equipment; and
13. Must be able to lift medium to heavy objects (to maximum of 50 lbs).

**Applications will be accepted via email, fax, and mail or in person to the attention of:**

#### CONFIDENTIAL:

#### **Human Resources Manager**

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: [applications@whitefishriver.ca](mailto:applications@whitefishriver.ca); Fax: (705)285-4532

Applications must be submitted by **July 15, 2022** by 4:30 p.m. and must include the following;

Cover letter, current resume, and 3 reference names (with contact information).

**Successful candidates must submit an original/current copy of their Vulnerable Sector Screening Check prior to employment.**

*We thank all who apply, however only those applicants selected for an interview will be contacted.*