

ADMINISTRATION OFFICE
DEPARTMENTS:

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

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SHAWANAGA FIRST NATION **EMPLOYMENT OPPORTUNITY**

Kinomaugewgaminik Elementary School

Position: Custodian

Job Period: Full-Time – 37.5/hours weekly

Salary: \$22/hour

Start Date: As soon as possible

3 Month Probation

Overview of Responsibilities:

Shawanaga First Nation is seeking an energetic and reliable individual for a full-time position as our custodian for Kinomaugewgaminik Elementary School,

General duties include sweeping/mopping floors, windows, walls, removal of garbage, maintaining all entrances, and common areas. In addition to cleaning bathrooms daily, ensure paper towels, soap dispensaries, toilet paper and other sanitary items are available. The custodian may at times need to assist employees in setting up and/or taking down tables and chairs for school events/activities.

The Custodian will report to the Principal/Education Director.

Job Duties:

- Maintaining cleanliness of Kinomaugewgaminik Elementary School
- Clean washrooms, sweep and mop floors, vacuum rugs, disinfect all areas that have been occupied.
- Keep an inventory of cleaning supplies and maintain stock as needed.
- Garbage disposal on Friday afternoons to be ready for Monday pick up and Tuesday afternoons to be ready for Wednesday pick up.
- Help staff with set up or take down of school events or activities.
- Report any damages or repairs as required.
- Maintain cleanliness of high touch surfaces.
- Ensure cleanliness around the school and its premises to keep students in a clean atmosphere.
- Clean up required during specific seasons (mud, sand, snow, ice).

- In the winter months, shovelling, snow blowing, sand and salting, keeping walkways clear.
- Other duties as assigned (within reason).

Qualifications & Skills:

- High School Diploma or equivalent.
- Valid ON Driver's license.
- Ability to lift and carry up to 50lbs.
- Punctual and dependable.
- Highly motivated and able to work independently.
- Ability to multi-task and establish priorities.
- Strong communication skills and problem-solving skills.
- Strong attention to detail.
- Organizational skills.
- Vulnerable Sector Check is required.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted. Thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references in-person, email or fax to;

Ava Pawis
 Human Resource Coordinator
 Shawanaga First Nation
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OPEN UNTIL FILLED