



GARDEN RIVER FIRST NATION



Employment Opportunity

Position: CUSTODIAN – A.I.M
Duration: PART – TIME – June 30th, 2021
Department: EDUCATION CENTER
Reports to: EDUCATION CENTER MANAGER

Garden River Members encouraged to apply

SUMMARY OF FUNCTION:

Ensures the rigorous cleaning of the Garden River Education Centre. The Custodian functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES AND RESPONSIBILITIES:

- Performing rigorous cleaning of the Education Centre building including the duties of:
 - Collecting all garbage
 - Sweeping, dusting, vacuuming
 - Cleaning and maintenance of washrooms
- Maintaining ongoing inventory of cleaning supplies and papers products and submits the list on a quarterly basis to the Education Center Manager for approval and ordering.
- Noting of and reporting to the Education Center Manager any furnishings, materials or equipment that requires repair or replacement.
- Complete daily log of tasks completed.
- Keeping updated on products and ordering of supplies.
- Performing other related duties as may be required and assigned.

QUALIFICATIONS/SKILLS:

- Required one-year experience as a cleaner with the ability to follow a firm cleaning schedule.
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Ability to be consistent and display a positive/helpful attitude
- Flexibility required to keep pace with an ever-changing environment.
- Willingness to accept changes in work practices and technology.
- Ability to work under pressure to meet deadlines.
- Ability to work independently and collaboratively as a member of a team.
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written.
- Ability to report for work as scheduled.
- Must undergo a criminal record check prior to employment.

Interested applicants can email or drop off their cover letter, resume, and three work related references by **Friday, September 25th, 2020 @ 12:00noon.**

Please address the envelope **"CUSTODIAN A.I.M – 2020-59"** and submit to:

**Human Resources
Garden River First Nation,
7 Shingwauk Street,
Garden River, ON
P6A 6Z8**

Email: employment@gardenriver.org

Paul Calic, Human Resources Manager

Date Posted: Friday, September 11th, 2020