



KETEGAUNSEEBEE IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: HOUSEKEEPER (Full Time) – 2nd Posting
Salary Range: \$14.86 – \$15.75 (Pending Education & Experience)
Location: Child Care Centre
Report to: Manager, Child Care Centre

Position Summary

The Housekeeper of the Garden River Child Care Centre is responsible for the routine cleaning and daily maintenance of the Garden River Child Care Centre, ensuring a clean hygienic environment for children, staff, and visitors. The Housekeeper, Garden River Child Care Centre 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

- Performing rigorous cleaning of the 7500 square foot Child Care Centre building including the duties of:
 - Collecting all garbage and disposing
 - Vacuuming rugs and mopping floors
 - Cleaning and maintenance of washrooms, door handles and wiping down all surfaces
 - Cleaning of offices, staff room and play areas
- Maintaining health and safety procedures in accordance with prescribed policies
- Training part time relief housekeeping staff
- Liaising with the Program Manager for on-going inventory of cleaning equipment, supplies and paper products
- Ensuring safe and sanitary storage and care of products
- Complete daily log of tasks (as provided by Program Manager)
- Performing other duties as may be required or assigned

Qualifications

- No specific education requirement
- Required one-year minimum experience as a cleaner, general knowledge of cleaning products, supplies and techniques
- Related skills including WHMIS, CPR and First Aid
- Organized and able to follow a schedule
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Physically able to reach, stretch, bend, and walk during entire shifts, with ability to stand for long periods of time
- 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 after hours without supervision
- Excellent organizational skills; excellent time management skills
- Ability to report to work as scheduled
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **Friday September 9th, 2021@ 4:30PM**. Please address the envelope and/or email "**Housekeeper- 2021-73**" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: Thursday August 26th, 2021

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

