



GARDEN RIVER FIRST NATION

EMPLOYMENT OPPORTUNITY



POSITION: HOUSEKEEPER
REPORTS TO: Program Manager
DURATION: Full Time (35-hour per week)
LOCATION: GARDEN RIVER CHILD CARE CENTRE

Garden River First Nation Band Members are encouraged to apply

OVERVIEW:

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 AND RESPONSIBILITIES:

- 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
- Noting of and reporting to any furnishings, materials or equipment that requires repair or replacement
- 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 related duties as may be required and assigned

QUALIFICATIONS/SKILLS:

- 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 under a criminal record check and Vulnerable persons check prior to employment

Interested applicants can email or drop off their cover letter and detailed resume by:

Monday August 24th, 2020 @ 12:00 NOON.

Please address the envelope and/or email **"Housekeeper-2020-38"** 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

Monday August 10th, 2020

Date

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.