



GARDEN RIVER FIRST NATION 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: Custodian
Wage: \$16.02
Location: Administration Office
Duration: Full-Time Permanent

Position Summary

The Custodian is responsible for routine cleaning and daily maintenance of the Garden River Administration and Community Buildings, ensuring a clean hygienic environment for staff and visitors.

Duties

- Performing routine cleaning and maintenance of Garden River First Nation Administration and Community Buildings including the duties of:
 - Collecting all garbage
 - Sweeping, dusting, vacuuming
 - Cleaning and maintenance of washrooms
- Maintaining on going inventory of cleaning supplies and paper products and submits the list on a quarterly basis to Manager for approval and ordering
- Noting of and reporting to Manager any furnishings, materials or equipment that requires repair or replacement
- Maintaining health and safety procedures in accordance with prescribed policies
- Keeping updated on products and ordering of supplies
- Ability to work flexible hours including weekends and/or evenings
- Performing other related duties as may be required and assigned

Qualifications

- Required six months experience as a cleaner with the ability to follow a firm cleaning schedule;
- Related skills including WHMIS, CPR and Safe Food Handling Certificates;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- 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 **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **March 23rd, 2023 @ 4:30 PM**. Please address the envelope and/or email **"Custodian-2023-20"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org
Fax: [1-705-945-1415](tel:1-705-945-1415)

Date Posted: March 9th, 2023

The Custodian, Administration and Community Buildings, 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.

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.

