



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING Custodian – Casual Position

OVERVIEW:

Under the general supervision of the Housing Manager or his delegate, the casual custodian will be providing cleaning services for the Band Buildings and maintain the surrounding grounds of these buildings. This is a casual permanent position. The selected individual should be available on short notice to replace the regular custodian.

PREFERRED REQUIREMENTS:

- WHMIS Certificate
- First Aid and CPR Certification
- Knowledge and/or Experience in custodial environment
- Ability to work with minimum supervision
- Ability to recommend minor repairs / replacements
- Ability to provide minor repairs / replacements
- Good knowledge of cleaning equipment and materials
- Good oral and written communication skills
- Must be 18 years of age or older
- Valid Ontario Driver's Licence and access to a vehicle would be an asset

DUTIES AND RESPONSIBILITIES:

- Clean and maintain the interior and exterior of buildings and surrounding grounds
- Operate industrial vacuums and waxing machines
- Wash windows, interior walls, and ceilings
- Empty trash cans and other waste containers
- Sweep, mop, scrub and wax hallways, floors, stairs
- Clean and disinfect washrooms and fixtures
- Perform other routine maintenance jobs and repairs
- Keep walkways and entrances free of debris, snow and ice
- Check and lock all doors and windows before leaving facility
- Report needed repairs, problems, and vandalisms to the Housing Manager or his delegate
- Unlocking all doors and turning on lights in the hallways in the morning
- Ensure that all doors and windows are locked when the offices are not in use
- Prepare and seek approval from Housing Manager or his delegate for estimates/quotations and purchase order requisitions for materials, supplies and equipment required for minor repairs
- Check and adjust the thermostats every morning and evening to a comfortable level before the arrival of staff
- Clean all dishes, utensils, and coffee pots on a daily basis
- Dusting of all equipment, windows, shelves, and furniture on a daily basis
- Perform any other related duties usually required of a custodian

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

Samantha John-George, Employment Coordinator
Constance Lake First Nation
P.O. Box 4000
CONSTANCE LAKE, Ontario P0L 1B0
Fax: 705-463-2222
Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS: Friday, September 29, 2017 at 4:00 p.m.

While we appreciate all applicants, only those selected for an interview will be contacted.
May be extended until a successful applicant is chosen.