



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Janitor
Location: Community Centre
Duration: Casual On Call
Posting Closes/Deadline: Open

Position Summary:

The Janitor is responsible for performing custodial duties, minor maintenance, and other miscellaneous duties to ensure that the housing buildings and facilities are maintained in a healthy, safe, and sanitary manner.

Responsibilities:

- Sweep and mop surfaces in hallways, rooms, offices and waiting areas
- Vacuum carpets and curtains, occasionally shampooing both and ensuring that they are dried and hung / placed properly
- Wash windows and screens using wipers and sponges, and clean woodwork
- Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders
- Clean and sanitize washrooms and replenish supplies such as soap, toilet paper and towels
- Polish furniture and furnishings and ensure that surfaces are polished regularly
- Perform maintenance and repair work such as changing bulbs, setting and checking alarm systems
- Create and maintain inventories of supplies needed to clean and then notify supervisor of low supplies such as cleaning agents and cleaning cloths and equipment and tools such as mops, dusters, brooms, and buffing machines
- Maintain janitor closets in a clean, organized and safe manner
- Proper labeling, dilution and use of all chemicals
- Ascertain that equipment such as buffing machines, vacuum cleaners are properly maintained on a regular basis
- Collect trash from trash receptacles and dispose it off properly
- May perform ground maintenance including removal of snow from sidewalks, salting walkways
- Maintain the overall condition of the building and grounds
- Cleans grounds and parking lots of litter, glass, or other debris

- Wearing proper Personal Protective Equipment at all times

Other:

- Other duties as assigned.

Knowledge, Skills and Abilities:

- knowledge of standard cleaning procedures, chemicals, products, and equipment
- Knowledge of the Workplace Hazardous Materials Information System
- ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- team building
- decision making skills
- problem solving skills
- effective verbal and listening communications skills
- time management skills
- ability to work with little or no supervision

Requirements:

- High School Diploma or equivalent required
- Criminal Check
- Knowledge of the Workplace Hazardous Materials Information Systems

Other Considerations:

Preference may be given to Indigenous candidates with relevant on reserve employment and / or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Deanna Bishop
Human Resources Officer
Or

dbishop@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca