

SHINGWAUK KINOOMAAGE GAMIG IS HIRING!



“Preserving the integrity of Anishinaabe knowledge and understanding in cooperation with society to educate the present and future generations in a positive, cooperative and respectful environment”

Position: **Custodian/Maintenance**
Term: **Full-Time Permanent**
Salary: **Aligned with SKG Salary Grid**
Report To: **Director Of Operations**

Position Summary:

The Custodian/Maintenance person is responsible for maintaining a clean and presentable building, both inside and outside. SKG is currently seeking a dedicated and detail-oriented custodian/Maintenance person to play a crucial role in the upkeep and cleanliness of our campus. They will be responsible for cleaning and disinfecting high traffic areas, removing snow, emptying trash, making minor repairs as needed, and tending to the grounds of the establishment. They are also responsible for performing routine checks of ventilation systems, heating and cooling systems, and other essential services.

Qualifications:

- Highschool diploma; or at least 2 years of experience directly related to the duties and responsibilities specified.
- Knowledge of cleaning chemicals and Material Safety Data Sheets.
- Must be able to provide CPIC, WHMIS certification and adhere to workplace safety guidelines.
- Knowledge and sensitivity of Indigenous Culture and Worldviews.

Duties:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.).
- Maintaining cleanliness in all bathrooms, common areas and classrooms.
- Perform and document routine inspection and maintenance activities.
- Remove waste and empty trash.
- Monitor and replenish cleaning and maintenance supplies.
- Notify management of occurring deficiencies or needs for repairs.
- Make adjustments and minor repairs.
- Light landscaping /shoveling walkways and entrances.
- Window cleaning, including windowsills.
- Follow all health and safety regulations.
- Must be willing to work flexible hours, including evenings and weekends.
- Must be willing to complete other duties as assigned.

Additional Skills:

- Ability to prioritize, multi-task and meet deadlines.
- Excellent verbal and oral communication skills
- Ability to work independently, collaboratively, and in a team environment.
- Maintain a cooperative working relationship with administrators, supervisors, teaching staff and the public.
- Able to use computers, emails, calendar, and on-line systems for work related tasks.
- Adapt to changing circumstances.
- Read and interpret plan and specifications.
- Ability to maintain confidentiality is mandatory.

For questions about this employment opportunity and please contact Jayselen Moore, Executive Assistant. Interested Applicants can email or drop off their cover letter, resume, and 3 work related references by: **May 7th, 2024 @ 4:00pm.**

Please Address the Email/Envelope to:

Executive Assistant: jmoore@shingwauku.org

Shingwauk Kinoomaage Gamig

1491 Queen Street East. Sault Ste Marie, ON. P6A 2G5

Subject: SKG Janitor/Maintenance

***Preference will be given to Indigenous Applicants ***

We would like to thank all applicants who apply; however, only those selected for interview will be contacted.