

## **JOB OPPORTUNITY**

### **FULL TIME- PERMANENT**

**POSITION:** Janitor/Maintenance  
**RESPONSIBLE TO:** Director of Operations

#### **SUMMARY OF FUNCTION:**

The Janitor/Maintenance person is responsible for maintaining a clean and presentable building, both inside and outside. They are 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. The Janitor may also tend to the grass or plants outside the building, sanitize restrooms, and keep entrances clear. They are often also responsible for performing routine checks of ventilation systems, heating and cooling systems, and other essential services.

#### **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
- Sanitizing and disinfecting common areas to follow Covid-19 guidelines.
- Perform and document routine inspection and maintenance activities.
- Remove waste and empty trash.
- Replenish cleaning and maintenance supplies.
- Notify management of occurring deficiencies or needs for repairs.
- Make adjustments and minor repairs.
- Light landscaping / Light Shoveling in the winter months.
- Window cleaning
- Follow all health and safety regulations.
- Must be willing to complete other duties as assigned.

#### **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 traditional customs and culture

#### **ADDITIONAL SKILLS:**

- Ability to prioritize, multi-task and meet deadlines.
- Excellent verbal communication skills
- Ability to work independently, collaboratively, and in a team environment.
- Ability to maintain confidentiality is mandatory.

Interested applicants can email their cover letter, detailed resume, and three work related references by: **November 29<sup>th</sup>, 2023 at 4PM to [careers@shingwauku.org](mailto:careers@shingwauku.org) and reference "SKG Janitor/Maintenance" in the subject line.**

Indigenous applicants will be given priority.