



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewas of the Thames First Nation is accepting applications for;

Job Title: Janitor

Reports to: Facilities and Janitorial Supervisor

Department: Public Works

Term: Full-Time

Posting Date: September 5, 2024

Closing Date: September 26, 2024

Overview:

The Janitor maintains the cleanliness of the SOAHAC Centre by completing tasks on a daily, weekly and seasonal basis. The Janitor provides clean, sanitary, comfortable, and orderly surroundings for the staff and visitors of the SOAHAC Centre. The applicant must be able to maintain confidentiality and always follow all health and safety requirements.

Duties and Responsibilities:

Daily Responsibilities:

1. Dust all surfaces including desks, computers, and filing cabinets.
2. Wipe down phones and chair legs in the boardroom.
3. Clean all window ledges.
4. Disinfect washroom sinks, toilet bowls, fixtures, and floors.
5. Wipe and sanitize all door handles.
6. Sweep and mop office floors, hallways, and photocopy room.
7. Vacuum all rugs.
8. Empty all garbage cans.
9. Remove and dispose of garbage in outside bins.
10. Refill soap dispensers, paper towels, and toilet paper.
11. Secure the building and set the alarm upon departure.

Weekly Responsibilities:

1. Wash garbage cans.
2. Vacuum fabric chairs.
3. Disinfect kitchen tables and cabinets.
4. Clean and disinfect kitchen sinks and office sinks.
5. Wipe down range hood in the boardroom.

Seasonal Responsibilities:

1. Clean bathroom vents.
2. Clean inside and outside windows.
3. Perform snow removal from entrances/exits, and apply salt/sand as needed.
4. Order supplies as required.



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Other Duties:

1. Participate in team meetings and other meetings that require attendance;
2. Assist and support SOAHAC department staff when required;
3. Identify training needs and attend relevant conferences and workshops approved by Program Director
4. Maintain current and valid training in accordance to janitorial department's accreditation standards
5. Other duties as assigned

Qualifications:

1. Ontario Secondary School Diploma, GED or equivalent;
2. Previous janitorial experience an asset;
3. Must be able to lift and push heavy objects (furniture, garbage bins, etc.);
4. Current First Aid/CPR certificate;
5. WHMIS certification;
6. Current Police Check, each year or as requested and maintains clean record check for duration of employment;
7. Strong communication and interpersonal skills;
8. Excellent customer service skills;
9. Highly motivated and able to work independently;
10. A registered member of a First Nation as per Section 16(1) of the Human Rights Act is preferred.

****The successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**

Hiring of Indigenous people will be given preference, please identify.

Interested Applicants, please submit a Cover Letter, Resume, Three work related references, photocopies of education documents to:

Human Resources Manager

HR Manager, Human.resources@cottfn.com

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NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process.