

COUCHICHING FIRST NATION – JOB DESCRIPTION



Janitor

Primary Function:

Under the general supervision of the Building Superintendent, the Janitor is responsible for creating and maintaining a healthy and safe environment through the cleaning of the interior and exterior of all Couchiching First Nation building locations.

Duties and Responsibilities:

- Cleans and disinfects washroom facilities and maintains janitorial supplies.
- Empties and cleans wastepaper receptacles and garbage pails.
- Dusts furniture and vacuum carpets.
- Washes indoor and outdoor windows.
- Maintains up to date knowledge of and complies with all legislation and Couchiching First Nation policies relevant to the position and duties performed.
- Performs such other related duties as may be assigned.

Qualifications:

- Ontario Secondary School Diploma or equivalent.
- Ability to interpret maintenance instructions, manuals, safety rules and other documents.
- General knowledge of community services, customs and traditions.
- Exceptional interpersonal and people skills.
- Excellent time management skills to complete a variety of tasks.
- Creating a respectful environment in all Couchiching facilities and when entering community homes.

Conditions of Employment:

- Successful completion of a Criminal Record Check of the Vulnerable Sector Type.
- Must have a valid Ontario Driver's License.
- Must provide a satisfactory Driver's Abstract.
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

Applications should include resume and cover letter outlining your education, work experience and related qualifications.

Submit application to the Human Resources Manager at elisa.mcleod@couchiching.ca