

Eelūnaapéewi Lahkéewiit (Delaware Nation) Job Posting

PUBLIC BUILDINGS CUSTODIAL MAINTENANCE WORKER

Summary of Position:

To maintain a clean and healthy environment for the Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office, Employment & Training Centre, Library/Land claims, and Language & Cultural Centre.

Position Reports to:

The Public Buildings Custodial Maintenance Worker is under the direct supervision of the Delaware Nation Director of Operations in conjunction with Executive Assistant.

Duties and Responsibilities (shall include but not be limited to)

- Sweep, dust, mop all floors in office and common areas, meeting rooms, entrances
- Vacuum all rugs in offices, common areas, meeting rooms, entrance areas, etc.
- Clean & disinfect all bathroom fixtures, countertops, sink fixtures, wastebaskets, door hardware & telephones
- Replenish all bathroom tissue, paper towels, soap and air fresheners, as needed
- Dust all desks, computers, blinds, and all office equipment
- Remove all soil marks on walls and doors
- Bag garbage daily and move to outside bins
- Replace all burnt out light bulbs and fluorescent tubes in the interior and exterior of the buildings
- Keep accurate inventory of all cleaning products and equipment and inform supervisor, in writing, of supplies/repairs, complete with costs attached
- Keep cleaning-storage areas organized and clean
- Remove all dirt, ice and snow from entrances, steps and sidewalks of buildings
- Keep exterior of buildings free of garbage
- Empty exterior garbage bins and cigarette bins on a weekly basis
- Ensure bins are ready for pick-up weekly
- Ensure recycling is prepared for pick-up bi-weekly
- Clean council chambers after every meeting
- Develop and maintain cleaning schedule for interior rugs
- Clean fridges, stove, oven and range hood
- Wash all windows (interior & exterior), desk mats, interior trim, notice/chalk board and light fixtures on a quarterly basis



Job Summary

Location:

Eelūnaapéewi Lahkéewiit
Delaware Nation
Administration
14760 School House Line
&
Employment & Training Ctre
14763 School House Line
R. R. #3
Thamesville, Ontario N0P
2K0
&
Library/Land Claims
22834 Centre Road
R. R. #3
Thamesville, Ontario N0P
2K0
&
Language & Culture Centre
22430 Littlejohn Road
R. R. #3
Bothwell, Ontario N0P 1C0

Qualifications:

Experienced or willing to
take training in the custodial
field

Job Status:

35 hours per week
- One Year Contract

Salary:

Based upon skills &
Experience

CLOSING DATE:
February 16, 2018
@4:00 p.m.

Qualifications:

- Experienced or willing to take training in the Custodial Field
- Training and/or certificates in janitorial and maintenance would be an asset
- WHIMS & FIRST AID certificates or willing to obtain certification
- Able to multi-task and schedule work days
- Good communication skills
- Time management and organizational skills
- Able to work independently to complete tasks
- Functions constructively as a team member

Terms of Position:

Employment Term: 35 hours per week - one year contract

Salary: Commensurate with qualifications and/or experience

Hours of Work: Flexible hours between 8:30 am to 4:30 pm daily;
evenings and / or weekends.

Note: A monthly mileage stipend will be provided

CLOSING DATE FOR APPLICATIONS:

Interested candidates, please submit a **Cover Letter, Résumé and 3 Reference**
- two (2) work related and one (1) character in a sealed envelope to:

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario N0P 2K0

Marked: CONFIDENTIAL – Public Buildings Custodial Maintenance

**Must be hand-delivered or mailed
Emails will not be accepted**

Marked: CONFIDENTIAL – Public Buildings Custodial Maintenance

Closing Date: February 16, 2018 at 4:00 p.m.

Interview Date: February 26, 2018

Pursuant to Section 16(1) of the Canadian Human Rights Act, Delaware Nation gives preference to First Nation applicants.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC and consent to a background reference check.