



## **Eelūnaapéewi Lahkéewiit**

### **Early Learning Centre/ Maintenance Worker**

#### **Job Description**

**POSITION REPORTS TO:** The Maintenance Worker shall be under the supervision of the Delaware Nation Early Centre Director

**Summary of Position:** The Maintenance Worker will ensure daily care in cleaning and maintaining the interior, exterior and surrounding grounds of the Eelūnaapéewi Lahkéewiit Early Learning Centre. To maintain Health Standards as set out by the Child Care and Early Years Act.

#### **Program Delivery**

- Develop maintenance schedules of equipment.
- Maintain compliance with Health Standards as set out by the Child Care and Early Years Act.
- Ensure safety of children, staff and community
- Sweep, mop and scrub all floors in all rooms of the building.
- Dust and wash furniture, shelves and windowsills
- Vacuum all carpets and rugs and shampoo as required.
- Operate industrial cleaners to remove scraps, dirt, heavy debris and refuse.
- Empty and clean trash cans and other waste containers
- Keep all interior doors, walls and ceilings clean.
- Wash all interior and exterior windows.
- Clean and disinfect all washrooms and fixtures.
- Clean snow and ice from walkways and entryways
- Cut grass in playground and around the Early Learning Centre grounds and in front of building
- Clean and change light fixtures, furnace filters and do general repairs and painting inside and out.
- keep inventory of necessary janitorial supplies and equipment and renew supplies in containers.
- Renew and keep shelves stocked with supplies
- Respond to challenges or problems
- Any other relevant duties as assigned by the Delaware Nation Early Learning Centre Director

#### **Administrative**

- Prepare and an inventory of supplies on hand monthly.
- Prepare and submit inventory needs for the year.
- Maintain posted active, accurate maintenance documentation.

#### **QUALIFICATIONS**

- WHIMIS training
- Previous experience and knowledge in custodial services and general maintenance repair.
- An understanding of maintenance care and safety factors

#### **Location:**

Eelūnaapéewi Lahkéewiit  
14762 School House Line  
R. R. #3  
Thamesville, Ontario  
N0P 2K0

#### **Industry**

Early Childhood  
Education

#### **Job Status:**

35 hours per week

#### **Salary:**

TBD

#### **Closing Date:**

May 23, 2025

- Recognize and be aware, at all times of maintaining a clean and safe child care environment.
- Ability to work cooperatively in a team approach and maintain confidentiality
- Must be willing to take training as needed
- Ability to work flexible hours
- Must provide copy of recent criminal reference check with vulnerable sector search
- Medical Certificate and First Aid/CPR due upon employment

#### **TERMS OF POSITION**

**Employment Term:** Full-time, 35 hours per week, One year Contract.

**Salary:** Commensurate with qualifications and/or experience

**Hours of Work:** Daily 7 hours  
(flexible hours required)

### **CLOSING DATE FOR APPLICATIONS**

All interested candidates, please submit a  
**Cover Letter** (Outlining your qualifications as per job posting),  
**Résumé and**  
**3 Current References** (names & contact info only)  
**(2 work related and 1 character) to:**

Director of Operations  
Eelūnaapéewi Lahkéewiit Administration Office  
14760 School House Line,  
Thamesville, Ontario N0P 2K0

**Marked: CONFIDENTIAL – Maintenance – Eelūnaapéewi Lahkéewiit Early learning Centre**

Email: [Director.Operations@delawarenation.on.ca](mailto:Director.Operations@delawarenation.on.ca)

**By: Friday, May 23, 2025 @4:00 pm.**

***LATE APPLICATIONS WILL NOT BE ACCEPTED.***

*Eelūnaapéewi Lahkéewiit gives preference to First Nation applications as permitted by Section 16(1) of the Canadian Human Rights Act.*

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

*Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*