



## JOB POSTING: PERMANENT PART-TIME POSITION JANITOR – HEALTH & SOCIAL SERVICES BUILDINGS

**Interested Candidates:** Applications ***must*** include a cover letter, resume and three work-related references and/or letters of reference. ***Candidates who do not comply will not be considered for an interview.***

Alderville First Nation is seeking a reliable, energetic individual to fill the position of **Janitor** for our Health & Social Services Buildings. This is a permanent, part-time position for **20** hours per week – Monday to Thursday from 3pm to 7pm and Friday from 12pm to 4pm.

### **JOB SCOPE:**

The Janitor is responsible for providing detailed janitorial services to the Health & Social Services Buildings including Hilltop and the Food Bank locations. The successful candidate will work under the direct supervision of the Health & Social Services Director.

### **Duties & Responsibilities:**

- Sweeps and mops floors;
- Vacuums mats and carpeting daily;
- Dusting of surfaces including desks where they are clear of papers, etc.;
- Empties garbage and recycling and places in outside receptacle;
- Cleans & disinfects washrooms (toilets, sink, mirrors, vanities and taps);
- Cleans glass on doors throughout the facility;
- Sanitizes door knobs and public railings daily;
- Replenishes cleaning and toiletry supplies;
- Monitors plumbing and fixtures for leaks and proper operations.

### **Minimum Qualifications:**

- Grade 12 or equivalent experience and a minimum of 1-2 years related work experience;
- Knowledge of WHMIS and SDS considered a definite asset;
- Must be in excellent physical condition and able to lift, push and pull up to 30 pounds;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

### **Preferred Experience:**

- Experience with Health & Safety procedures;
- Working knowledge of indoor cleaning and maintenance;
- Excellent written, verbal communications skills;
- Strong organizational skills and ability to prioritize;
- Initiative and ability to work independently to meet deadlines;
- Ability to analyze problems, recommend and implement solutions;
- Good interpersonal skills to deal with community residents;
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$14.90 - \$15.69 per hour

**Benefits:** As per AFN's Personnel Policies & Procedures, this permanent part-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan eligible, two (2) weeks paid vacation to start and paid sick leave credits up to 12 days/fiscal year.

**Deadline to Apply:** **Open until filled** - first screening Tuesday, June 11, 2019 at 4:30 p.m.

**How to apply:** *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

**E-mailed to:** [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

**Mailed to:** Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

**Attention:** HR Manager, Melissa Levesque **Re:** *Janitor*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*