

PART TIME CUSTODIAN – EDUCATION

Part-time 24 hours per week (Monday to Friday)

Range: \$18.05 – \$20.15

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the northeastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwan, and Whitefish Island. Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and every day.

Summary of Position

The part-time Custodian is responsible for the day-to-day cleanliness of the BLC and GlenOak classrooms; handling aspects such as daily janitorial duties, maintaining inventory levels for cleaning and maintenance supplies, monitoring facility deficiencies, safety concerns issues/complaints. Ensure cleaning schedules (daily, weekly, monthly, annually) are followed.

Key Duties and Responsibilities

Responsible for keeping the classrooms, hallways, and washrooms in a clean and orderly condition by examining the building on a regular basis for needed repairs, maintenance, cleanliness, and health and safety.

1. Daily cleaning duties:

- clean (sweep & mop) all classrooms and hallway floors
- clean washrooms and replenish supplies as required
- disinfect & sanitize all doorways/entryways
- disinfect & sanitize kitchen
- maintain cleanliness of common areas & hallways
- empty waste and recycle containers (clean as needed) and properly disposed of

2. Weekly dust and wipe down desks, furniture, and meeting spaces; clean more often if required.

3. Working with Building Superintendent compile inventory levels and materials, order and restock as required.

4. Clean furniture and windows inside and out weather permitting.

5. Report any noticed deficiencies with exit signs, panic hardware, emergency lights, CCTV equipment. Report any damage or vandalism immediately.

6. Monthly vacuum/dust and visually inspect air fans, vents, smoke detectors.

7. Ensure cleaning/checklists and schedules are being completed.

8. Deep clean in summer months.

9. Complete a circle check when arriving and leaving and ensure facilities are secure upon leaving at the end of the day.

Qualifications and Experience

- High School Diploma or GED with 3 years' experience

Knowledge, Skills & Abilities

- Prioritize, organize work in order to meet time requirements
- Relate effectively to staff as a diplomatic and flexible team player
- Work effectively with the management and staff of other programs
- Effectively maintain and monitor the inventory of equipment and supplies
- Communicate effectively in writing and verbally.
- Will know and understand Batchewana First Nation's Safety and Health Policies and Procedures and related Federal Legislation

CONDITIONS OF EMPLOYMENT

- Favorable (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Driver's License and/or access to a reliable vehicle.
- Bondable

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding Treaty rights.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

How to Apply & Deadline:

Please forward your cover letter and resume to email: humanresources@batchewana.ca
Subject Line: Custodian-Education

ALL APPLICATIONS MUST BE RECEIVED BY April 12, 2024 AT 12:00 PM (Noon).

We thank all applicants for their interest; however only those selected for an interview will be contacted.