

**Temporary Full-Time Position
Eagle Lake First Nation Facility Janitor
Location: First Nation Administrative Building**

The facility janitor position is a shared resource for the Eagle Lake First Nation Administrative Building and Eagle Lake Health Centre. The facility janitor is responsible for ensuring that both buildings are kept in the highest standard of cleanliness.

Summary of Responsibilities

- The facility janitor will ensure that the building is cleaned daily, tasks completed must be recorded and logged on a daily basis.
- Complete inventory of cleaning supplies for each building (stocked and recorded).
- Ensures that purchase orders are completed and submitted to the finance department when supplies or new additions of stock are approved by the Finance Department
- Provide time sheets on a bi-weekly to the Finance Department
- Obtain prior approval from Council for work related absences.
- Complies with confidentiality requirements.
- Perform the needed seasonal tasks such as washing walls, carpet cleaning, windows, etc.

Responsible To:

The facility janitor reports to the Community Buildings portfolio holder.

Specific Duties and Responsibilities

1. Facility Maintenance

- Monitor facility entrances to ensure that there are clean and free of debris.
- Ensure that all light fixtures and switches are dust free.
- Dust office blinds, computers, telephones, desks, file cabinets, bookshelves and all other office equipment visible.
- Vacuum all floors daily.
- Wash tiled or linoleum floors daily.
- Clean and disinfect coffee pots, dishes, utensils, pots.
- Ensure that all washrooms are cleaned with disinfectant daily.
- All mirrors, glass and appliances wiped daily with window cleaner.
- Empty all garbage cans daily and dispose of all garbage.

2. Property Maintenance

- Ensure that outside windows are cleaned.
- Pick up and dispose of garbage, bugs, cobwebs on outside building walls, around property.
- Clear entrances – sweep, shovel, etc.

3. Seasonal Cleaning

- Washing walls, light fixtures, appliances (refrigerators, stoves, and microwaves).
- Coordinate shampooing of carpets annually.
- As requested, cleaning of medical equipment.

Qualifications:

- Grade 12 or equivalent training
- Valid driver's license
- WHMIS Training or willingness to train
- Good communication skills
- Valid CPR & First Aid certification
- Ability to work under direction or supervision.
- Self-motivated and reliable.

Interested individuals should submit their resume along with a copy of recent criminal reference check to:

Attention Eagle Lake Reception
Box 1002,
Migisi Sahgaigan, Ontario, P0V 3H0

Phone: 807-755-5526 ext 221

Fax 807-755-5696

DEADLINE DATE: Open until filled.