

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY

WAABSHKI PINESI SCHOOL JANITOR

FT/PT Position: 1 Part-time Contract Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Education Supervisor

Closing Date: October 5, 2022

Summary: The Waabshki Pinesi School Janitor is responsible for ensuring the school and gymnasium are clean and sanitized five days a week and to ensure that all supplies are ordered and made available.

Duties:

- Sweep and wash all floors and vacuum all carpeted areas.
- Wash and disinfect all tables, desks, and chairs.
- Wash and sanitize all bathroom sinks, toilets, and mirrors.
- Disinfect all bathroom stall walls on a weekly basis.
- Remove all trash and change garbage can liners as needed.
- Sanitize high-touch areas, such as door handles, light switches, and chair arm rests.
- Replenish paper towels, toilet paper, and soap in the soap dispensers as necessary.
- Spot clean walls as needed.
- Vacuum ceiling corners and vents as needed.
- Clean window glass, window sills, and doors as needed.
- Ensure cleaning supplies are in stock and properly secured.
- Secure and lock up the building upon completion.
- Complete and submit the janitorial checklist with timesheets bi-weekly.
- Attend any required relevant pre-employment training and ongoing job training as requested by the Education Supervisor and/or Human Resources.
- Other relevant job duties as assigned by the Education Supervisor and/or Human Resources.

Qualifications:

- Possession of a Grade 12 diploma or equivalent an asset.
- Previous janitorial experience is an asset.
- A valid driver's license and access to a vehicle is an asset.
- Ability to work independently and with minimal/no supervision.
- Ability to lift up to 18kg (40lbs.).
- Ability to stand, bend, crouch, reach, and twist for extended periods of time.
- Possession of valid WHMIS certification, or willing to obtain.
- Must be willing and able to work evenings and weekends.
- Must be reliable, able to work unsupervised, and take initiative.
- Excellent communication skills, both verbal and written.
- Must be willing to submit to workplace drug testing.

Please submit an updated cover letter, resume, and three (3) references (with permission to contact) by:

Wednesday, October 5, 2022 at 4:00 p.m.

Applications can be submitted by e-mail to:
Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

Email: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED.

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.