

Maintenance Custodian

Employer: Mississauga First Nation

Posted: 13 months ago

ES Job ID: 3948

Sector(s): General Labour

Closing Date: April 04, 2023

Location: Blind River

Duration: Part Time

Job Description:

Position: Maintenance Custodian
Accountability: Women's Shelter Manager
Salary: \$23,900-\$27,800
Employment Status: 2 year contract
Hours of Work: 25 hrs (Part-time)
Preferences: MFN Band Members
Circulation Level: Level I

The Maintenance Custodian will perform the following duties:

- Clean, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpets, upholstery, and furniture
- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- Dust all furniture, fixtures, and surfaces as required, including door handles, phone handsets, and taps.
- Cleans and sanitizes restrooms.
- Cleans and sanitizes kitchens: sinks, counters, dishes, refrigerators, freezers, dishwashers, and stoves.
- Monitor building security and safety by performing such tasks as locking doors and windows and checking electrical appliances use to ensure that hazards are not created.
- Collects and disposes of waste and recyclables.
- Shovel snow, maintain outside walkways, apply sand/salt as necessary, and assist in keeping outside premises in an orderly condition.
- Perform some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, repairs carpet.
- Ensures maintenance of shelter equipment including vehicles
- Set up, arrange, or remove decorations, tables, chairs, and ladders to prepare facilities for classes, programs, and events.
- Maintains logbooks and inspection manuals where required.
- Maintain strict confidentiality and adhere to Personnel policies and procedures.
- Maintain a level of job requirements by attending training, workshops, seminars, certified programs, and team meetings.
- Performs other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

Required Skills:

The Maintenance Custodian will possess the following qualifications, skills, experiences, and attributes:

- Grade 12 or equivalent.
- Experience in custodial, building maintenance, or as a general labourer.
- Must provide a clear Vulnerable Reference Check from the Canadian Police Information Center (CPIC).

- Knowledge of the Occupational Health and Safety Act, as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.
- Knowledge and sensitivity to cultural practices and traditions in the workplace, i.e., smudging.
- Ability to handle stressful situations; strong organizational, and time management skills.
- Ability to take initiative and work independently; ability to meet deadlines and work flexible hours.
- Effective verbal and communication skills; good time management skills; ability to work with little or no supervision.

How to Apply:

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualifications listed in the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their educational qualifications and certifications at the time of the interview. Please note that all interviews will be in person. If you are interested in applying you may submit your cover letter, resume, and three (3) work-related references to:

Mississauga First Nation

P.O. Box 1299

Blind River, Ontario

P0R1B0

Attention: Human Resources Department Marked: CONFIDENTIAL

EMAIL: hradvisor@mississaugi.com

FAX: 705-356-1740

Deadline: April 04, 2023

Thank you to all applicants; however, only those selected for an interview will be contacted.