



Position:	Maintenance Custodian	Accountability:	Social Services Manager
Hours of Work:	15-32 hr/week	Employment Status:	Part-time
Circulation Level:	II (extended)	Preferences:	MFN member / persons of Aboriginal decent

MAJOR JOB FUNCTIONS

- Performs general maintenance, including patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and, repairing damaged carpet; and, make recommendations or arrangements for additional services required, repair work, replacements of furnishings and equipment, and general renovations for the interior and exterior of Mississauga First Nation's Sports Complex, Child and Youth Building and the Cultural Building.
- Maintains log books, inspection manuals, inventory checklists, and repair checklists.
- Shovels snow, maintains outside walkways, applies sand/salt as necessary and assists in keeping outside premises in an orderly condition.
- Checks electrical appliances to ensure hazards are not created and are properly turned off.
- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- Dusts all furniture, table tops, counters fixtures and surfaces as required, and disinfects door handles, phone handsets and kitchen/washroom taps.
- Ensure facilities are maintained to an established safety and cleanliness standard and provides back-up when necessary.
- Cleans and disinfects washrooms and fixtures (mirrors, sinks, soap dispensers, urinals, toilets, and towel dispensers) daily. Ensures that all toilet paper, paper towel, soap and condom dispensers are filled; cleans and disinfects the shower stalls and area daily at the Sports Complex.
- Cleans, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpets, upholstery and furniture in all three buildings.
- Sets up, arranges, or removes furniture, decorations, tables, chairs, ladders to prepare facilities for classes, programs and events.
- Performs other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

QUALIFICATIONS/SKILLS/EXPERIENCES/ATTRIBUTES

- Minimum Grade 12 Secondary Diploma or equivalent; and one (1) year experience in custodial and building maintenance or as a general labourer.
- Must be in good health and able to pass a medical examination if required; and able to provide a clear Vulnerable Sector Check from the Canadian Police Information Center (CPIC).
- Knowledge of the Occupational Health and Safety Act as it applies to the worker.
- Knowledge of W.H.M.I.S. (Workplace Hazardous Materials Information System or willing to be trained.
- Knowledge of personal protective equipment, i.e., safety glasses, gloves, work boots, and ear muffs, etc.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on 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 education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering 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: Friday, May 22, 2019 at 4:00 pm

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