



Position: Maintenance Custodian	Accountability: Women's Shelter Program Manager
Hours of Work: 25 Hours/Week	Employment Status: Part-time
Circulation Level: Level I	Preferences: MFN Member/person of Aboriginal descent

The Maintenance Custodian:

- ❖ 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.
- ❖ Dusts all furniture, fixtures and surfaces as required, including door handles, phone handsets and taps.
- ❖ Cleans and sanitizes rest rooms.
- ❖ 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, maintains outside walkways, applies sand/salt as necessary and assists in keeping outside premises in an orderly condition.
- ❖ Perform some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replaces fixtures and partitions, and replaces damages ceiling and floors tiles, repairs carpet.
- ❖ Ensures maintenance of shelter equipment including vehicles
- ❖ Set up, arrange or remove decorations, tables, chairs, ladders to prepare facilities for classes, programs and events.
- ❖ Maintains log books and inspection manuals where required.
- ❖ Maintain strict confidentiality and adhere to Personnel policies and procedures.
- ❖ Maintain 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.

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

- ❖ Must have valid Class 'C' Driver's license.
- ❖ Be in good health and able to pass medical examination if required.
- ❖ Must provide clear Vulnerable Reference Check from the Canadian Police Information Center (CPIC).
- ❖ Knowledge of Occupational Health and Safety Act, as it applies to the worker.
- ❖ Knowledge of the Workplace Hazardous Materials Information System.
- ❖ Knowledge and sensitive to cultural practices and traditions in the workplace; i.e., smudging.
- ❖ Ability to handle stressful situations; strong organizational, 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.

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: Rita Chiblow, Human Resources Advisor Marked: **CONFIDENTIAL**
EMAIL: ritac@mississaugi.com **FAX:** 705-356-1740
Deadline: Friday, February 15, 2019 at 4:00 pm

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