EMPLOYMENT OPPORTUNITY

JANITOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time (6-month contract) **Janitor** to join our Administration. The Janitor reports to the Maintenance Supervisor (or their designate as required) and is responsible for cleaning all HIFN commercial buildings at the end of each business day. The Janitor will perform general cleaning duties including sweeping and mopping floors, cleaning and stocking restrooms, washing walls and windows, cleaning the kitchen and fridge, disinfecting all high-touch surfaces (i.e. desks, tables) and trash removal. This position requires strong self-motivation, great attention-to-detail and excellent time-management skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Janitor will be responsible to:

- Sweep, mop, polish, and refinish floors and vacuum and shampoo carpeted areas
- Perform all general cleaning of the HIFN building halls, offices, restrooms, kitchens and lobby
- Wash walls, windows, doors, plexiglass barriers, mirrors and upholstery
- Dust all furniture and fixtures
- Clean and stock restroom facilities daily with soap, paper towel and toilet paper
- Sanitize and disinfect all high-touch surfaces including door handles, fridge handles, microwaves, coffee and water dispensers, cupboards and faucets
- Empty trash and recycling bins
- Wear necessary personal protective equipment (PPE) and follow required health and safety procedures
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain a proper inventory of cleaning materials and supplies and submit requests to order to the Maintenance Supervisor when needed
- Monitor need for equipment maintenance and repair and report damage to Maintenance Supervisor
- Complete cleaning logbooks as necessary
- Ensure the building is locked and secure when leaving
- Maintain strict confidentiality at all times
- Demonstrated ability to maintain full compliance with and apply key workplace policies, procedures, and health and safety regulations (including OHSA, WHMIS, PPE, etc.)
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops and webinars, including WHMIS, as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned as directed by a Supervisor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Previous cleaning or janitorial experience preferred
- Grade 12 diploma or equivalent preferred
- Valid Ontario Class G Driver's license and access to a reliable, insured vehicle

- Current First Aid and CPR Level C an asset
- Highly motivated, self-starter and able to work independently
- Excellent time management and problem-solving skills
- High level of sound independent judgment and reasoning
- High level of personal integrity and a strong work ethic
- Must be able to multi-task and prioritize work
- Strong attention to detail
- Ability to comprehend detailed instructions
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift to 20lbs continuously
- Willingness to work evenings **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

$19/hr - $27/hr

WORK LOCATION

In community

START DATE

November 30, 2026

APPLICATION DEADLINE

November 20, 2026

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources
295 Pickerel River Rd.
Pickerel, ON P0G 1J0
Tel: (705) 857-2331
Fax: (705) 857-3021
Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1)(a) of the Ontario Human Rights Code.