



EMPLOYMENT OPPORTUNITY

JANITOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Janitor** to join our Administration for a short-term 11-week contract. The Janitor reports to the Administration Manager 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 and trash removal. This position requires strong self-motivation, great attention-to-detail and excellent time-management skills.

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
- 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 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
- 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 from time to time by the 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 preferred
- Current First Aid and CPR Level C an asset
- Highly motivated 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 up to 20lbs continuously
- Willingness to work evenings **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$18.52/hour

START DATE

October 7, 2024

APPLICATION DEADLINE

September 15, 2024

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: samantha.bradley@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.