



Swan Lake First Nation EMPLOYMENT OPPORTUNITY

POSITION: Janitor – Indian Spring School

SALARY: \$15.00 per hour

EMPLOYMENT TERM: 1 Full-Time/1 part-time

REPORTS TO: ISS Maintenance Manager

POSITION SUMMARY

The janitor is responsible for maintaining the cleanliness inside the building, outside the building the Program Manager will assign duties. The janitor must meet daily, weekly, and monthly responsibilities. ISS is looking to hire one full-time and one part-time janitor.

RESPONSIBILITIES:

Daily tasks:

- Clean, disinfect all bathrooms: sinks, toilet bowls, mirrors, handrails, sweep & mop.
- Sweep, mop, and wax hallways and floors. (When needed)
- Empty all trash cans and other waste containers.
- Dust the furniture, vacuum rugs, and carpeted areas.

Weekly tasks:

- Wipe down filing cabinets and bookshelves.
- Whiteboards as needed.
- Keep track of supplies and order supplies when needed. (Assigned supplies in own area)
- Dust emergency lighting, window ledges, and blinds/drapes.

Monthly tasks:

- Wash windows, interior walls, and ceiling.
- Clean/dust all plants etc.
- Perform other duties as required.

Annual task:

- Floors in the Indian Spring School need to be stripped, wax removed, and new coat applied as soon as the students are done each year.

Requirements:

- Criminal record and Child Abuse checks are required.
- Valid Driver's license and access to a reliable vehicle is not required but is an asset.
- Must be double vaccinated.

To apply, please forward your resume and checks by: **August 18, 2022**

Submit to: HR Generalist – Pam Cameron

Email: hrgeneralist@slfn293.ca