



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Custodian - Early Childhood Services**
Job Code: CUS101-ECE
Department: Education
Reports to: Early Childhood Services Manager

Date Posted: 15/Nov/22
Date Closed: 29/Nov/22
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time Hours Sick Leave Contract (3 Months) may end early or possible extension
Availability & Term: Approximate Start Date: November 2022
Remuneration: \$16.35 per hour

JOB PURPOSE/SUMMARY

To provide cleaning services for Rama Early Childhood Services building.

QUALIFICATIONS

- Education:**
- Grade 10
- Skills and Abilities:**
- Safe Equipment Operation Certificate an asset.
 - Disinfection & Sanitation course an asset.
 - Standard First Aid/CPR or willing to obtain.
 - Must be able to work evenings and weekends.
- Experience:**
- Previous cleaning experience required.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated:

4/Nov/20

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Department:	Education
Reports to:	Early Childhood Services Manager

JOB PURPOSE/SUMMARY

To provide cleaning services for Rama Early Childhood Services building.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Washing walls, ceilings, floors.
- Cleaning and dusting of office furniture, tables, etc.; cleaning of coffee pots, water dispensers, windows, doors, trim, toilets and sinks.
- Collect all refuse and dispose in designated areas.
- Vacuum and clean ventilation grills, carpets.
- Cleaning of glass and mirrors.
- Wear uniforms while on duty and maintain as required as per department standards.
- Requisition cleaning supplies as needed.
- Check condition of housekeeping equipment and report repairs needed to Supervisor.
- Operate and maintain housekeeping equipment in accordance with training and operating manuals.

- Complete checklists as directed.
- Maintain custodian rooms to department standards.
- Complete minor repairs when necessary.
- Assist with minor furniture assembly if requested.
- Occasionally pick up supplies from distributors if requested.
- Carry out preventative maintenance tasks as assigned or required.
- Perform minor aspects of carpentry repairs.
- Assist with plumbing maintenance, inspections and repairs.
- Maintain a list of needed repairs and priorities.
- Shovel and salt around building entrances as necessary.