



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705) 864-1760

reception@chapleaucree.ca

EMPLOYMENT OPPORTUNITY

Position:	Part-Time Employment Opportunity Janitor - Health Centre
Location:	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
Description:	The Chapleau Cree First Nation is seeking a highly motivated, multi-skilled person to provide janitorial services at the Health Centre and Mukeso House. We will rely on the Janitor to provide our guests and employees with a spotless interior and exterior atmosphere where everything is well-ordered. The Janitor will become a critical component of upholding our company culture and image all while helping us to look and feel our absolute best through the ambiance of our office by providing us with superior housekeeping and janitorial skills.
Preferred Qualifications:	<ul style="list-style-type: none">✓ Demonstrated organizational skills✓ Proven interpersonal skills✓ Excellent communication skills✓ Dependable✓ Class G Driver's License✓ A sense of hospitality, integrity, pride in your work and appreciation for cleanliness and organization✓ Extreme attention to the smallest detail✓ Initiative to take on tasks without being told and without being monitored✓ Clear Vulnerable Sector/CPIC Screen check (may be required)✓ Capable of working independently and as a team player✓ Must be capable carrying out strenuous duties
Duties/Responsibilities:	<ul style="list-style-type: none">✓ Enhances service reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments;✓ To work within the relevant legislation, policies and procedures;✓ To be responsible for a set of keys and for ensuring the security and integrity of areas of cleaning;✓ To attend training courses as scheduled and agreed for appropriate development, team meetings and reviews;✓ To perform other duties as directed/required related to position;✓ Clean and maintain designated spaces both inside and outside of the facility daily, which includes the lobby, restrooms, offices, conference rooms, parking lot and public areas;✓ Dust, vacuum, sweep, mop, polish and empty trash daily and wash windows on a monthly basis;✓ Report maintenance issues as soon as they come to your attention and help create a maintenance schedule for office equipment, fixtures and heat/cooling units;✓ Maintain and stock supply rooms and bathrooms as needed;✓ Check for potential safety issues in all public areas daily and bring them to the attention of the Healthcare Coordinator;✓ Make sure all doors, windows, entrances and exits are securely closed and locked when working along and as the last person to leave the building;✓ Work with the groundskeeping team/PWG staff when necessary to remove debris, leaves, snow and other obstructions from company grounds.
Wage:	To be negotiated – 27 hours per week on a flex schedule; Directly responsible to the Healthcare Coordinator
Closing Date:	Open Until Filled

Individuals are invited to submit their application, résumé and three references to the following:

Edith Larocque, Band Administrator
Chapleau Cree First Nation
P.O. Box 400
Chapleau, ON P0M 1K0
bandadmin@chapleaucree.ca

**We thank all applicants, but only those selected for an interview will be contacted.
First Nation individuals and CCFN band members are encouraged to apply!**