



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

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

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Custodial Services for CCFN</b>
<b>Location:</b>	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.
<b>Description:</b>	The Chapleau Cree First Nation is seeking an experienced and bondable individual to provide relief services for the current custodial worker for its Administration building. Successful incumbent is expected to be bondable and have a minimum of one-year previous work experience in a similar employment setting. Work is to be carried out after regular work hours and on weekends as well as duties after special events may be required. The following is a list of duties and expectations to fulfill the requirements of the position.
<b>Requirements:</b>	<ul style="list-style-type: none"><li>✓ Class G Driver's License</li><li>✓ Clear Vulnerable Sector/CPIC Screen check (may be required)</li><li>✓ Must be capable of carrying out strenuous duties</li><li>✓ Dependable and reliable worker with demonstrated organizational skills</li><li>✓ A sense of hospitality, integrity, pride in your work and appreciation for cleanliness and organization</li><li>✓ Extreme attention to the smallest detail</li><li>✓ Initiative to take on tasks</li><li>✓ Capable of working independently and as a team player</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Move heavy furniture, equipment, and supplies, either manually or by using hand trucks</li><li>✓ Work within the relevant CCFN policies, and procedures</li><li>✓ Gather and empty trash and place in garbage "bear" bin</li><li>✓ Clean and maintain designated spaces both inside and outside of the facility daily</li><li>✓ Strip, seal, finish, sweep, mop, scrub, vacuum, polish, and/or dust floors, fixtures, furniture, and equipment</li><li>✓ Follow procedures for the use of chemical cleaners and power equipment</li><li>✓ Prepare cleaning solutions, according to specifications, policies, and WHMIS 2015 safe handling practices</li><li>✓ Monitor building security and safety by performing such tasks as locking doors after operating hours</li><li>✓ Report hazards, as per Joint Health and Safety procedures</li><li>✓ Immediately report maintenance issues, major repairs or additions to building operating systems, or potential safety issues</li><li>✓ Requisition and maintain par stock and bathroom supplies and equipment needed for cleaning and maintenance duties as per approved procurement procedures</li><li>✓ To attend training courses as scheduled and agreed for appropriate development, team meetings and reviews</li><li>✓ To perform other duties as directed/required related to position</li></ul>
<b>Wage:</b>	\$37,500 - \$45,000.00 annually for 40 hours/week
<b>Closing Date:</b>	Until Filled

**Individuals are invited to submit their cover letter, 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](mailto: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!**