



**Kiizhik**  
EDUCATION  
CORPORATION

School:  
1450 Valley Drive  
Kenora, ON P9N 3Y4  
Phone: (807) 548-4912  
Fax: (807) 548-5917

Head Office:  
Washagamis Bay 38A  
Box 1200  
Kenora, ON P9N 3X7  
Phone: (807) 468-5551  
Fax: (807) 468-3908

## **EMPLOYMENT OPPORTUNITY**

### **School Custodian**

Part time Position – 25 hours/wk

**PROGRAM:** Gaagagekiizhik Gakinoo'amaadiiwigamig Gakinoo'amaawasowin

**LOCATION:** Gaagagekiizhik School Building, 1450 Valley Drive

#### **SUMMARY**

This position will be based out of the Kiizhik school buildings. The individual will be responsible for cleaning, vacuuming and sanitizing washrooms and floors. The individual will also be responsible for dusting, emptying garbage and other duties related to janitorial services. Maintenance services such as moving furniture, painting, grass cutting and snow removal will also be required. More specific building maintenance and repairs will be assigned as needed and based on the persons specific qualifications.

#### **GENERAL DUTIES:**

- Maintain the urban school building and property.
- Perform maintenance and repairs within the scope of their qualifications.
- Assist contractors with additional repairs when required.

#### **SPECIFIC DUTIES:**

- Sweep and/or vacuum floor
- Clean and sanitize hallways floors, classrooms and offices
- Clean and sanitize washrooms
- Refill paper products for washrooms
- Garbage collection and removal from all offices
- Ensure adequate level of inventory is maintained for janitorial products
- Ensure janitorial products are stored and used according to manufacturer's Health and Safety recommendations
- Maintenance such as moving furniture, painting, grass cutting, snow removal and moving items to and from storage
- General repairs, maintenance and construction within the scope of their qualifications
- Completion of an annual maintenance plan for the facility
- Assist with the completion of an annual capital plan for the facility

#### **QUALIFICATIONS:**

- High School Education preferred
- Two year's direct experience as a custodian
- A maintenance trade would be an asset
- Knowledge of Health and Safety of janitorial products for use and storage
- Must be a self-starter and work independently
- Valid driver's license
- A criminal reference check will also be required

Please submit resume and cover letter with a current vulnerable sector check and three professional references. Applications will be accepted until **FRIDAY, September 13, 2019 at 2:00pm CST.**

**PLEASE SUBMIT APPLICATION BY MAIL (marked confidential), E-MAIL, IN PERSON, OR FAX  
TO:**

**Bimose Tribal Council Inc.  
Attention: Tamara Murphy, Human Resource Administrator  
598 Lakeview Drive  
Kenora, ON P9N 3P7**

**Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: [tmurphy@bimose.ca](mailto:tmurphy@bimose.ca)**

Late applications will not be considered. Only those applicants selected for an interview will be contacted.