



Sagkeeng Anicinabe

JOB OPPORTUNITY

Casual Custodians

Reporting to the School Principal Sagkeeng Education is looking to establish a pool of casual custodians who will assist and fill in for regular custodians before, during or after special events or to cover leaves at its various schools on an as if and when required basis.

DUTIES:

- Use power equipment such as auto scrubber, carpet extractors, sweeper/vacuums, buffer/polishers and hand tools such as a broom, mop, squeegee as required for cleaning and general building maintenance.
- Complete routine custodial clanging in accordance with the School's cleaning schedule including but not limited to, cleaning and sanitizing toilets, sinks, and shower fixtures and floors, replenishing dispensers, emptying waste/recycle trash containers, dusting, sweeping and mopping,
- Perform routine maintenance such as washing windows, glass services, replacing light tubes, light bulbs,
- Refinishing and polishing floors as required,
- Opening and/or close buildings and prepare the buildings for use, including de-icing and shovelling entrances,
- Lock and secure buildings at the close of assigned shift, including setting the alarm,
- Perform required emergency cleaning services and perform minor repair work,
- Set up and remove furniture and equipment for special events,

QUALIFICATIONS:

- Grade 12 education,
 - Must be at least 18 years old,
 - Physical stamina and skill to work efficiently and safely with cleaning equipment, hand tools, power tools and snow cleaning tools,
 - Ability to lift 50 lbs on a regular basis and occasionally 75 lbs,
 - Ability to climb ladders to 12 feet,
 - Must be able to work irregular shifts and at various times during the day and weekends,
 - Ability to work as part of a team or independently as required,
 - Ability to demonstrate initiative and self-motivation,
 - Previous experience in a custodial role is an asset,
 - Must possess good reading, writing, and good oral and written communication skills,
 - Ability and willingness to take direction and complete tasks with minimum supervision,
 - Ability and willingness to work cooperatively with the school principal, other custodians, the principal, staff, community and students, to identify critical issues quickly and accurately,
 - Attention to manage multiple tasks and develop appropriate priorities,
 - Must have a valid Class 5 Drivers Licence and be able to attend at any of the Sagkeeng Anicinabe schools,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.

**Application deadline:
May 3, 2019**

Applicants **MUST** submit a:

- Cover letter/ résumé including active contact information,

Along with:

- Current criminal record and vulnerable sector checks;
- Contact information for 3 work related references

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED