



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Custodian/Maintenance Worker**

**Department: Various Departments**

**Pay Rate: \$20.05 per hour.**

**Status: Casual Call-In**

### **Position:**

To maintain the interior and exterior of the WIFN buildings and ensure the facilities are operating fully. Ensure the cleanliness of the building is representative of a community program while abiding by the Walpole Island First Nation philosophy, policies, and regulations.

### **Requirements:**

- Grade 12 or equivalent preferred.
- Current WHMIS certification.
- Physically able to lift and perform heavy manual work.
- Valid Ontario Driver's License and reliable transportation.

### **Responsibilities:**

Under the supervision of the direct supervisor, the duties, and responsibilities of the Custodian/Maintenance Workers include, but are not limited to, the following:

- Sweep, mop, scrub, polish, and buff floors, hallways, and entrances. Vacuum carpeting, entrance rugs, and furniture.
- Clean all kitchen appliances, wash and dry utensils, tableware, and linens.
- Clean and disinfect fridge, stove, and microwave oven, wash and dry cups, glasses, dish clothes, and tea towels as needed.
- Wash windows, interior walls, ceilings, desk mats, all trim, sills, hardwood, doors, clocks, coat trees, bookcases, notice boards, and light fixtures.
- Clean curtains, blinds, and furniture as needed and remove cobwebs from interior and exterior.
- To keep supply room and storage rooms clean and tidy. Take inventory of cleaning supplies and equipment and obtain supervisor's approval for purchases and repairs.
- Responsible for the maintenance of walkways, parking areas, lawns, flowerbeds, trees, and shrubs.
- Responsible for minor repairs, routine maintenance, and waste/garbage removal. (i.e., touch-up painting, minor carpentry, electrical & plumbing repairs)
- Develop a maintenance and replacement schedule for janitorial and building equipment. (i.e., furnace)



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### How to Apply:

Please submit your resume and cover letter describing the qualifications above to:

Walpole Island First Nation  
Human Resources  
Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9  
or  
Fax: 519-627-5915  
or  
Email: [Careers@wifn.org](mailto:Careers@wifn.org)