



Posted: March 8, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Permanent Full Time** position:

CUSTODIAN O'shkiigmong Early Learning Centre

Duties:

- Provides cleaning and maintenance services for Early learning Centre properties and buildings including but not limited to the care and cleaning of all surfaces and service facilities, waste collection and disposal, window washing, painting and minor repairs
- Provides outside maintenance of grounds, gardens, parking lots, ramps, steps and sidewalks on a year round basis including but not limited to grass cutting, raking, litter/garbage collection and disposal, snow shoveling, snow removal and sanding/salting
- Services and repairs equipment
- Performs such other related duties as may reasonable be required by the O'shkiigmong Early Learning Centre Coordinator

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- Ontario Secondary School Graduation with minimum of two years related experience in a maintenance /custodial environment

Other:

- Current First Aid and CPR Certification

RATED REQUIREMENTS:

Knowledge/Skills:

- Familiarity with the O'shkiigmong Early Learning Centre operation and services
- Knowledge of cleaning and maintenance procedures
- Good communication skills, both written and oral
- Good public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach to the public

Abilities:

- Ability to maintain and make minor repairs to operating equipment

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- Ability to operate cleaning, and snow removal equipment
- Demonstrates initiative, good judgement and is in good physical condition

Personal Suitability:

- Must have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- Willing to work flexible hours
- Must be punctual/dependable with a strong desire to work

TERMS OF EMPLOYMENT:

This is Full Time Permanent position beginning immediately. Annual salary range for this position is \$29,062 to \$32,291 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday March 24, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.