



## **Netamisakomik Centre for Education**

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P. O. Box 615, Pic Mobert First Nation, Ontario P0M 2J0

Phone: (807) 822-2011 Fax: (807) 822-2710

### **Posting School Janitor**

This is a full-time position, at 35 hours per week. This position is from approximately 8 a.m. to 4:00 p.m. Monday to Friday during the school year, but during holidays and summer clean-up there could be alternate work hours.

Major Duties:

#### 1. Clean Assigned Areas

Washrooms- clean with disinfectants toilets, urinals, basins, fixtures, wall partitions, floors (floors wet mopped); replenish paper products, liquid soap, and other sanitary products

Halls - sweep/dust mop all floors and spot wet mop the floor as required and as scheduled; wash/damp mop all floors as required and as scheduled

Classrooms - tidy area, move and replace chairs, desks, and tables; sweep/dust mop floors, vacuum carpets, dust all ledges, clean with disinfectant desktops (daily and as required), spot clean walls, door frames and other fixtures, clean blackboards, and ledges (daily)

Floor maintenance – dust, sweep mop three to four times a day

- other - dust blinds and wash windows periodically, tidy, dust, wipe and spot clean areas and fixtures as required

Empty and dispose of all garbage often

when finished, turn lights out and lock windows and doors.

equipment room - clean mops, sinks, pails and other fixtures and equipment used; clean equipment room; store equipment, cleaning solvents and other chemicals properly

#### 2. Perform Minor Maintenance as required

replace all light bulbs

minor repairs - on desks, chairs, tables, door hinges, lockers, electrical cords, and other fixtures

assemble - shelving units

#### 4. Perform Season and Periodic Duties

summer - complete clean of all desks and furniture; complete strip, clean and refinish of all floor surfaces; vacuum and shampoo all carpets; wash window blinds, windows, and walls, etc.

winter, clear/shovel, and salt parking areas, walks and entrance ways

yard work - cut grass, collect litter from grounds

supplies and furniture - assist in unloading trucks, deliver to appropriate school location, set up and arrange if necessary

special events - set up and remove chairs and tables as required

5. Assist Chief Custodian/Group Leader, the Principal, the Teaching Staff and After Hour Users of the School Facility as requested and as required

advise supervisor of areas of the building that require attention (e.g., leaking taps, lifting tiles, equipment problems, etc.)

assist with unexpected or emergency situations (cleaning, hazards, and minor repair situations)

monitor after hours users of the school facility

Always present a positive image and response to the public

receive and respond to enquiries courteously, in supplying information and in directing callers or visitors to the appropriate person or location

6. Perform such other Duties as may be Assigned by the Supervisor

Equipment Used:

Floor cleaning equipment including vacuum cleaners, wet and dry mops, small brush, floor bucket, scrubbers, hand tools (saw, hammer, drill), power tools, snow blower, lawn mower, rake, computer/printer.

Qualifications:

1. Grade 12 diploma

2. WHIMIS

Please Note:

While we appreciate all applications received, only those to be interviewed will be contacted.

Please send resume and cover letter to Stan Sabourin, Education Manager

[educationmgr@picmober.ca](mailto:educationmgr@picmober.ca)

Phone 807-822-2134 or Cell 705-943-6928

Closing Date Thursday, August 12, 2021 Noon