



MATACHEWAN FIRST NATION

Box 160, Matachewan ON, P0K 1M0

JOB POSTING

Job Title: Custodian

Reports To: Director of Finance and Administration

Position Summary

Reporting to the Director of Finance and Administration, this position is responsible for the general housekeeping and cleanliness of Matachewan First Nation (MFN) public buildings.

Term: Permanent, Part-Time

Hours of Work: 30 hours per week, Monday – Friday, 9:30AM – 3:30PM, with flexibility to work on weekends and evenings

Location: Matachewan First Nation

Compensation: \$20.00/hour

Areas of Responsibility

- Responsible for the general housekeeping and cleanliness of the Band Office, Community Centre, Fitness Centre, and Health Centre on a daily basis.
- Tasks include, but are not limited to: empty garbage, recycling, sweep and mop floors, clean washroom toilets, sinks and mirrors, clean kitchen tables and chairs, counter tops, cupboards, sinks, inside and outside of fridge and stoves, disinfect all doorknobs, light switches, vacuuming, dusting, filling soap, toilet paper and paper towel dispensers, clean windows.
- Complete activity logs and checklists.
- Maintain cleaning supplies inventory and order new supplies, as necessary.
- Coordinate with staff to clean offices.
- Coordinate with program staff to ensure facilities are clean before and after events.
- Attend staff meetings when required.
- Other related duties as assigned.

Requirements

- Must be physically fit, able to lift up to 20 pounds.
- WHMIS or First Aid certification considered an asset.
- Must submit a clean Criminal Record and Vulnerable Sector Check.

How to Apply

Qualified candidates are invited to send their cover letter and resume to director@mfnez.ca by **Friday, October 11, 2024, at 4:00PM.**