



Multi Use/Fitness Centre Custodian

Job Description

PURPOSE:

The Multi Use/Fitness Centre Custodian primary purpose is to ensure the adequate cleaning of community buildings, equipment, furniture and washrooms.

ACCOUNTABILITY:

The Multi Use/Fitness Centre Custodian reports to the First Nation Manager. The Multi Use/Fitness Centre Custodian is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigaming First Nation. To attend staff, community and general band meetings or relevant trainings and workshops.

DUTIES AND RESPONSIBILITIES:

- Conduct an inventory of all cleaning equipment. (i.e. vacuums, floor cleaner, etc.);
- Ensure cutlery, coffee, condiments and cleaning supplies are available at Multi Use. Prepare a list of all supplies required for Thursday supply run;
- On a daily basis: empty garbage in buildings and washrooms, sweep and mop floors in buildings and washrooms, clean washroom toilets, sinks and mirrors, disinfect kitchen countertops, sinks, outside of fridge and stoves at Multiuse and Roundhouse, and disinfect all Multi Use/Fitness Centre doorknobs, light switches, fitness center equipment and desktops, sweep garage and empty garbage;
- On a weekly basis, and more frequently when required, clean the Multi Use/Fitness Centre. Weekly cleaning includes: vacuuming, dusting, filling soap, toilet paper and paper towel dispensers and coffee pots;
- On a bi-weekly basis, clean windows, inside fridges, stoves and area rugs, as needed;
- On a semi-annual basis, clean carpets at roundhouse, disinfect tables and chairs, and clean cupboards.
- Obtain quotes for services and supplies, if required;
- Attend staff meetings and training programs when directed.
- Coordinate and assist in community clean up days, jointly with the Band Office/Chief and Council Custodians.
- Ensure supply room is clean and organized.
- Shovel and salt entrance ways, as needed.
- Other duties as required or directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Safety conscious
- WHIMIS Certified
- First Aid/CPR Certification
- Ability to work both indoors or outdoors in inclement weather
- Heavy lifting above 50kg
- Ability to be on-call in case of emergencies
- Willingness to learn
- Computer Skills
- Written and verbal communication skills.

TERMS AND CONDITIONS:

- Grade 12 or equivalent.
- Must provide a criminal reference check that is satisfactory to Mitaanjigamiing First Nation.
- Must sign Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.