



Kiizhik
EDUCATION
CORPORATION

School:
1450 Valley Drive
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Niisaachewan Anishinaabe
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P.O. Box 1200
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EMPLOYMENT OPPORTUNITY

School Custodian Contract Position

SUMMARY:

The **Custodian** position is based out of the Gaagagekiizhik Elementary and Bimose High School buildings from Oct 2023-Jan 2024. The Custodian will be responsible for overall cleaning, general maintenance and repairs of the school building and property.

DUTIES:

- Maintain the urban school building and property- moving furniture, painting, grass cutting, snow removal and moving items to and from storage
- Perform maintenance and repairs within the scope of their qualifications.
- Assist contractors with additional repairs when required.
- Clean and sanitize washrooms, hallways floors, classrooms and offices
- Garbage collection and removal from all offices
- Ensure adequate level of inventory is maintained for janitorial products
- Ensure janitorial products are stored and used according to manufacturer's Health and Safety recommendations
- Completion of an annual maintenance plan for the facility
- Assist with the completion of an annual capital plan for the facility
- Other duties as assigned

QUALIFICATIONS:

- High School Diploma or equivalent
- Two year's relevant work experience as a custodian
- A maintenance trade would be an asset
- Knowledgeable of Occupational Health and Safety practices
- Must be a self-starter and work independently
- Valid "G" Driver's License
- A clean criminal record check and vulnerable sector check

Please submit resume and cover letter and three professional references by **Wednesday, October 25, 2023 at 4:00pm CST**

PLEASE SUBMIT APPLICATION BY E-MAIL, ONLINE OR FAX TO:

**Kiizhik Education Corporation
Attention: Human Resource Manager
598 Lakeview Drive
Kenora, ON P9N 3P7**

Website: www.kiizhik.ca • Fax: (807) 468-3908 • e-mail: careers@bimose.ca

Only those applicants selected for an interview will be contacted.