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## GRAND RIVER EMPLOYMENT & TRAINING INC.

*"Opening Doors to Our People"*

### Job Opportunity Janitor Part-time

***"Grand River Employment and Training exists to increase the number of employed Onkwehon:we, regardless of residence, and at a cost justified by results"***

Grand River Employment and Training (GREAT) is seeking a dependable, enthusiastic and eager person to fill the Part-time Janitor position. If you like the spontaneity of continuous arising tasks and have a keen eye for cleanliness; you will be the perfect fit for this position. The Janitor is responsible for the sanitation and health and safety of our Complex, and performing numerous duties under minimal supervision. A minimum of Grade 10 education and one (1) year experience in janitorial or cleaning experience is a requirement for this position. If you are confident in your multi-tasking abilities and have the skillset to operate various cleaning equipment; come apply today for our Janitor position.

### **APPLICATION PROCESS:**

If you think you have what it takes, please send a copy of a covering letter describing how your education and experience qualifies you for the position, an updated Police Record Check and a recent resume. Please place in a sealed envelope and submit to Shirley Bomberry, Human Resources Manager, Grand River Employment and Training; RE: Janitor Position, P.O Box 69, Ohsweken Ont. N0A1M0

Applications may also be faxed and emailed to (f)(519) 445-4777 or [HR@greatsn.com](mailto:HR@greatsn.com).

A copy of the detailed Job Description can be picked up at Grand River Employment and Training between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday or visit our website at [www.greatsn.com](http://www.greatsn.com).

All applications will be received until 4:00 pm on Friday, November 16, 2018, with a potential start date of Monday November 26, 2018. Late applications will not be considered. We thank all those who apply, but only applicants receiving an interview will be contacted.

*GREAT is committed to accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness and equality of opportunity in employment and training. We welcome all applications; preference will be given to Six Nations members to provide services for the Six Nations community; based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*



## REPORTING RELATIONSHIP:

The **Janitor** will work under the direction and supervision of the Building & Maintenance Superintendent.

## A PURPOSE AND SCOPE:

Under the direction of the Building & Maintenance Superintendent, the Janitor is responsible for fulfilling the responsibility of cleaning and general maintenance of the GRETI complex including buildings. The Janitor contributes to the overall preventative maintenance schedules, by performing general cleaning of the GRETI complex and other related duties as determined by the Building & Maintenance Superintendent.

## B CORE COMPETENCIES:

- Reliability and Dependability
- Ability to work with minimal supervision
- Good communication skills
- Health & Safety training or certification
- Operate cleaning equipment

## C QUALIFICATIONS:

Mature applicant with Minimum of Grade ten (10) education and at least one (1) year experience in building maintenance, janitorial or cleaning services. A police record check will be required, along with a valid driver's license and reliable transportation.

### Knowledge

- ✓ Knowledgeable regarding health and safety precautions;
- ✓ Ability to perform routine tasks on a daily basis;
- ✓ Upgrade skills as necessary;
- ✓ Good written and verbal communication skills.

### Skills

- ✓ Strong work ethic and positive team attitude.
- ✓ Ability to manage a maintenance log of activities.
- ✓ Ability to function in a flexible schedule.
- ✓ May be required to work overtime or travel if necessary.

## **D DUTIES**

The Janitor shall work with the Building & Maintenance Superintendent to ensure ongoing operations and maintenance of the GRETI complex by:

### **Building Maintenance**

Clean and maintain the GREAT Opportunity Centre. The area for GREAT to be cleaned is:

- Atrium and Common area;
- "A" Wing/Addition classrooms, suites, corridor, washrooms and entrance-way;
- "B" Wing office suites, washrooms and entrance-way;
- "C" Wing Suite #421
- Upper level Atrium walk-a-bout; stairs, stairwell, and elevator;
- "C" Wing lower level office suites, washrooms and entrance-way;
- "C" Wing upper level office suites, corridor, washrooms, entrance-way, stairs and stairwell;
- "D" Wing lower level office suites, corridor, washrooms;
- "D" Wing upper level office suites, corridor, entrance-way, stairs and stairwell.

### **General Cleaning**

Responsible for maintaining the cleanliness, health and safety of the GRETI Complex by following the guidelines as follows:

#### **Tile Floors:**

- Sweeping and mopping daily; spray buff as required
- Stripping and waxing of floors on an annual basis

#### **Carpets:**

- Vacuum daily, spot clean as required
- Shampooing of carpets performed annually

Washrooms:

- Washroom floors to be swept and mopped daily;
- Toilet seats, bowls, urinals and sinks to be thoroughly cleaned and disinfected daily;
- Washroom partitions, and walls will be cleaned to remove finger, spot marks, etc. daily;
- Mirrors to be cleaned daily;
- Soap dispensers and towel holders to be cleaned daily, and filled as necessary

General Cleaning:

- Wastebaskets to be emptied daily and washed as required. All waste is to be placed in designated areas. Garbage bags to be replaced as necessary;
- Walls to be cleaned as necessary;
- Window ledges to be dusted daily, and windows cleaned to remove spots on general cleaning days
- All interior windows will be cleaned monthly;
- All hardware – door handles, kick plates, etc. to wiped and cleaned daily.

**E ORGANIZATIONAL RELATIONSHIPS**

The Janitor will report to the Building & Maintenance Superintendent and will work cooperatively with all other staff.

**F PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Janitor will spend a majority of their time moving about the complex, scanning areas for cleanliness and health and safety hazards; and working overtime when required. The physical demands for the above include: standing, walking, lifting, carrying, reaching, handling, kneeling, and bending.

Non-physical demands are as follows. The noise level in the work environment is moderate to occasional loudness due to gatherings and events. Moderate stress from unexpected delays or changes in work schedule, occasionally resulting from frequent change of tasks to respond to immediate needs

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*I, \_\_\_\_\_ understand that this job description forms a part of my employment contract as per section 1.0 Recitals – point 1.1. I understand that it is my responsibility to fulfill the expectations as identified in this job description.*

*Furthermore, I understand that I will review this job description with my manager during my annual performance review to identify changes and or updates to my responsibilities.*

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*Employee Signature*

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*Date*

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*I, \_\_\_\_\_ have reviewed the job description with employee outlining his/her responsibilities and expectations as the Janitor.*

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*Manager/Supervisor Signature*

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*Date*

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