



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Custodian – Community Wellbeing Centre

Posting Type: Internal

Program: Community Wellbeing Centre

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: May 5, 2024, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level A (*Annualized Salary range \$38,064-\$42,806.40*)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Administration Office Custodian is directly responsible and accountable to the Director of Community Wellbeing and works closely with the programs to provide a full range of custodial services to the Mohawks of the Bay of Quinte's main Administration Building.

Reporting:

This position will report to the Director of Community Wellbeing. There are no direct reports for this position.

Summary of Main Responsibilities:

☞ **Daily Custodial Duties:**

- Ensure the safe, hygienic and sanitary environment;
- Vacuum, sweep and mop all floors;
- Clean and disinfect all bathrooms and kitchen areas;
- Empty all waste, shredding and recycle containers, replacing bags, etc;
- Removing waste and recycling to the outside container;
- Restock toilet paper, paper towels, etc;
- Ensure all doors and windows are secured each night;
- Ensure building is secure at the end of shift;
- Report any safety concerns to Supervisor or designated contact immediately;
- Monitor everyday building needs (light bulbs etc.) and replace items as required;
- Keep all exits, hallways and mezzanine room free of clutter and flammable materials;

- Display proper signage when required for employee and client safety;
- Other related duties as required.

☞ **Weekly Custodial Duties:**

- Clean front entrance door and area;
- Clean and disinfect work areas according to a schedule;
- Complete and submit custodial report to Supervisor or designate;

☞ **Monthly/Seasonal Custodial Duties:**

- Dust shelves and window sills;
- Clean blinds;
- Inventory and restock cleaning supplies;
- Wash windows (inside and out) spring and fall or when required;
- Arrange other services required for building maintenance (i.e. upper window washing, insecticide treatment, etc.)

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required**

Requirements:

- ☞ Minimum Grade 12 or equivalent
- ☞ 1 year minimum previous experience in an office environment with responsibilities related to building maintenance
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Must provide a clear CPIC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Knowledge of Occupational Health and Safety guidelines;
- ☞ Knowledge of WHMIS for safe storage and use of cleaning supplies and materials;
- ☞ Analytical, problem solving and conflict resolution skills
- ☞ Courteous, positive and helpful attitude
- ☞ Must be able to work independently
- ☞ Minor decision making skills
- ☞ Excellent time management skills
- ☞ High degree of initiative and self-motivation
- ☞ Complete compliance of confidential issues
- ☞ Ability to communicate in a professional manner
- ☞ Excellent knowledge of building maintenance;
- ☞ Working knowledge of maintenance equipment such as a vacuum, weed eater, lawn mower, snow blower, carpet shampooer etc.;
- ☞ Must maintain relevant training as assigned and approved;
- ☞ Knowledge and understanding of emergency procedures for lock down or evacuation of building.

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person

- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte 24 Meadow Drive Deseronto, ON K0K 1X0 ATTN: Careers	By Fax: 613-396-3627 By Email: careers@mbq-tmt.org
---	--

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*