



School Caretaker 158R2-22-2
Public Works
Part Time
2 Vacancies

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 7, 2022**, for the School Caretaker with the Public Works Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The School Caretaker reports to and works under the direction and supervision of the School Maintenance Supervisor. The School Caretaker works to assist the Public Works Department and/or the School Maintenance Supervisor of Public Works in the performance of the operation and services as related to the Six Nations School Maintenance Department.

The School Caretaker works to assist the School Maintenance Supervisor of Public Works by providing maintenance services to the Schools governed by the Six Nations School Maintenance Department within the policies and procedures established by the Six Nations of the Grand River Elected Council.

Type	Part Time
Closing Date	December 7, 2022
Term:	Permanent
Hours of Work	Variable hour per week
Wage	\$18.00/hr

BASIC QUALIFICATIONS:

- Must have a minimum education level of Grade 12 and or 3 to 5 years of work related experience.
- Ability to pass a security check.
- Possess initiative and ability to work independently.
- Exhibit good organizational skills and ability to take direction.
- Ability to analyse problems and recommend solutions and/or implements solutions.
- Able to interpret/understand instructional manuals of buildings, equipment, etc.
- Must be able to prioritise tasks and meet deadlines.
- Must possess excellent communication skills.
- Have basic knowledge of:
 - cleaning/maintenance techniques;
 - plumbing/heating;
 - electrical;
 - alarm system;
 - building designs and components.
- Knowledge of cleaning equipment and techniques.
- Working at Heights certification.
- WHMIS/GHS Training

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.

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- b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

School Care Taker – Part Time – 158R2-22-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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SIX NATIONS PUBLIC WORKS DEPARTMENT

POSITION: School Caretaker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the School Maintenance Supervisor.

PURPOSE AND SCOPE OF THE POSITION:

To assist the Public Works Department and/or the School Maintenance Supervisor of Public Works in the performance of the operation and services as related to the Six Nations School Maintenance Department.

To assist the School Maintenance Supervisor of Public Works by providing maintenance services to the Schools governed by the Six Nations School Maintenance Department within the policies and procedures established by the Six Nations of the Grand River for the Public Works Department.

RESPONSIBILITIES:

Cleans and maintains school buildings by:

- opens/closes the school on each school day at a time pre-approved by the School Maintenance Supervisor;
- check all mechanical works such as heating/cooling and plumbing and make certain all is functioning properly. Report malfunctions to maintenance personnel immediately;
- check all exterior, interior and exit lighting by visual inspection. Change bulbs as required;
- empty waste baskets, pencil sharpeners and waste receptacles. Disinfect waste receptacles;
- dispose of garbage in facility provided;
- keeping adequate cleaning materials and janitorial supplies on hand at all times;
- store cleaning chemicals safely and in proper areas;
- clean chalk board ledges weekly;
- dust mop all tile floors. Damp mop, when required. Buff at least 2 times per week;
- Vacuum carpet rugs and/or mats. Steam clean carpets 3 times per year;
- washing windows, vertical blinds and walls;

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- wipe and disinfect furniture such as desks, tables, file cabinets, shelves, etc. in classrooms, hallways and/or staff rooms, weekly;
- clean and disinfect lavatories, including washbasins, sinks, urinals, water closets, drinking fountains, mirrors and dispensers daily
- damp mop all lavatory floors, spot clean walls, refill paper towel and toilet dispensers as required. Refill soap dispensers at sinks for handwashing as required and ensure it is operational;
- storage and janitor's rooms. Must be kept neat and tidy;
- ensure that all exit doors, including emergency exit doors open properly and are kept clear.
- make any minor repairs to such things as light fixtures, loose hinges, leaky taps, malfunctioning toilet tanks, etc., as required;
- notifies Supervisor to call in specialized workmen when necessary;
- lock all windows and exits before leaving.
- sanding/shovelling snow/ice from sidewalks, steps, entranceways, by placing salt/sand mixtures, as required.
- patrols outside areas and picks up any debris.
- ensures the building is secure before the alarm is set, daily.

- performs other related duties as required by the Supervisor such as transporting supplies or moving furniture.
- Responsible for the cleaning equipment, supplies, and tools.
- Provides support to the Six Nations Emergency Response Plan by ensuring awareness of the Emergency Response Plan and assists as instructed by the Six Nations School Maintenance Supervisor or designate.

WORKING CONDITIONS:

Subject to some hazardous working conditions requiring extensive physical activity including prolonged standing and walking, lifting of medium-weight objects, shovelling snow, working with ladders and power cleaning equipment.

Required to work inside and some work outside which may be exposed to inclement weather.

May be exposed to grease, dirt, dust, chemicals and obnoxious odours.

May require some interaction with the public;

Subject to deadlines, interruptions, and unscheduled hours;

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Ability to take direction/criticism;

40 hours per week, 8 hours per day. Split shifts from 6 a.m. to 10 a.m. and 2 p.m. to 6 p.m.

WORKING RELATIONSHIPS:

With the School Maintenance Supervisor:

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively.

With other staff members:

Courtesy, cooperation and teamwork with all staff.

With the public:

Represents and promotes the Six Nations School Maintenance Department in a courteous, positive and cooperative manner, provides information and assistance.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a minimum education level of Grade 12 and or 3 to 5 years of work related experience.

Ability to pass a security check.

Possess initiative and ability to work independently.

Exhibit good organizational skills and ability to take direction.

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Ability to analyze problems and recommend solutions and/or implements solutions.

Able to interpret/understand instructional manuals of buildings, equipment, etc.

Must be able to prioritise tasks and meet deadlines.

Must possess excellent communication skills.

Have basic knowledge of:

- cleaning/maintenance techniques;
- plumbing/heating;
- electrical;
- alarm system;
- building designs and components.

Knowledge of cleaning equipment and techniques.

Working at Heights certification.

WHMIS/GHS Training

IMPACT OF ERROR:

Errors in carrying out duties could result in financial cost and loss of credibility or legal/financial liability to Six Nations Council; errors in conduct could result in poor public relations; errors in duties could result in harm or injury to employees, and the public.

CONTROLS:

Guiding principles set by the School Maintenance Supervisor and the Six Nations Public Works Department.

Works within the administrative policies and procedures established by Six Nations of the Grand River for the Six Nations Public Works Department and other legislation provided by the respective government agencies.

Abide by the Rules and Regulations within the Occupational Health and Safety Act, a copy of which is provided by the Six Nations of the Grand River.

Revised: 25 January 2021

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.