



Staff Cleaner 197R3-23-1
Housing
Full-Time – Evening Shift

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, **April 10, 2024**, for the **Staff Cleaner** with the **Housing** 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 are 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 **Staff Cleaner** reports to and works under the direction and supervision of the Maintenance Supervisor.

To assist the Six Nations of the Grand River Elected Council and the Maintenance Supervisor in the performance of cleaning services for the Housing office, White Pines Wellness Centre, Iroquois Village Centre, Ontario Works, Eagle's Nest and Housing residential rental units within the policies and procedures established by the Six Nations of the Grand River Elected Council for the Housing Department.

This position will be an evening shift 5 pm-12:30 am.

Type	Full Time
Closing Date	April 10, 2024
Hours of Work	35 hours weekly
Wage	\$21.98/hour

BASIC QUALIFICATIONS:

- Ontario Secondary School Diploma, or equivalent, with 2 years related work experience; or 5 years related work experience
- Experience/competency in operating cleaning equipment (buffers, steamers, etc.)
- Valid 'G' Class Drivers License and a reliable vehicle

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.

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.

2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - 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, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@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 qualify 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:

Staff Cleaner – Full Time – 197R3-23-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

SIX NATIONS HOUSING POSITION DESCRIPTION

POSITION TITLE: STAFF CLEANER

Reporting Relationship:

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

Purpose & Scope of the Position:

To assist the Six Nations of the Grand River Elected Council and the Maintenance Supervisor in the performance of cleaning services for the Housing office, White Pines Wellness Centre, Iroquois Village Centre, Ontario Works, Eagle's Nest and Housing residential rental units within the policies and procedures established by the Six Nations of the Grand River Elected Council for the Housing Department.

Duties and Responsibilities:

- 1. Technical**
 - Sweeping, mopping, vacuuming and buffing floors;
 - Disinfect and restock all washrooms with appropriate supplies;
 - Dispose of garbage;
 - Clean windows;
 - Disinfect high-traffic areas (ie. door handles, railings, etc.);
 - Other cleaning duties as may be required.
- 2. Administrative**
 - Maintain daily logs of cleaning services and stock used;
 - Report any hazards or deficiencies to the Maintenance Supervisor;
 - Ensure cleaning supplies are inventoried monthly;
 - Ensure all equipment is in good condition.
- 3. Communication**
 - Maintain communication with the Maintenance Supervisor when moving from facility to facility;
 - Ensure restock requests are submitted to the Maintenance Supervisor on a monthly basis;
 - Ensure any necessary equipment repairs/replacement requests are submitted to the Maintenance Supervisor.
- 4. Other Functions**
 - Related duties as may be required by the Maintenance Supervisor

Working Conditions:

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Requires moderate physical activity, which may involve outside summer work. Requires travel and extensive interaction with the public, subject to interruptions and deadlines. Ability to work independently with little supervision.

Working Relationships:

With Maintenance Supervisor:

Receives direction, guidance and discusses plans, prioritizes, and interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Property Manager:

In the absence of the Maintenance Supervisor, receives direction, guidance and discusses plans, prioritizes, and interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With the Senior Manager of Housing:

In the absence of the Maintenance Supervisor and Property Manager, receives direction, guidance and discusses plans, prioritizes, and interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Other Staff:

Courtesy, cooperation, and teamwork with staff to provide efficient and ongoing functions.

With the Public:

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

Knowledge and Skills:

Minimum Requirements:

- Ontario Secondary School Diploma, or equivalent, with 2 years related work experience; or 5 years related work experience
- Experience/competency in operating cleaning equipment (buffers, steamers, etc.)
- Valid 'G' Class Drivers License and a reliable vehicle

Other Preferred Qualifications:

- Experience cleaning in a medical facility is an asset;
- Experience working with Elders, people with disabilities, and/or with the Six Nations community is an asset.

Impact of Error:

Error in judgment and conduct of duties could lead to loss of credibility, poor public relations, confusion, and misinformation being provided to other staff or departments. Errors in conduct could result in unsafe conditions for other field staff.

Control:

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the Policies and Procedures established by Six Nations Housing

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