

# OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0  
Phone: (306) 696-2425 Fax: (306) 696-2426



## JOB OPPORTUNITY POSITION: Janitor Six (6) Month Term

### **Purpose of the position:**

The Janitor shall work under the direction of the Housing & Public Works Manager. The janitor will be responsible to clean the administration office, chief and council office. The duties of the Janitor shall be those that are normally associated with the general care, cleanliness and report any maintenance issues to the public works office.

### **Summary of Duties:**

- Clean, dust, mop all offices.
- Mop and clean, bathrooms and refill all bathroom supplies;
- See that all lights are functioning.
- Remove and dispose all garbage, litter and refuse.
- take inventory of all janitorial supplies and equipment;
- Report plumbing, electrical and heating problems to the public works office.
- Respect all staff and visitors in a friendly and cordial manner.
- Other duties as assigned by the housing and public works manager.
- Abide by Ochapowace First Nation Employee Policy Manual.

### **Requirements:**

Related experience and/or training is an asset, must be friendly, patient, dependable, and possess a professional demeanour, must be capable of lifting heavy objects, have a valid Driver's Licence and reliable form of transportation, certified in WHIMIS and First Aid CPR is an asset, must be flexible and able to work well independently and with a team, have a clean Criminal Record Check and drug screen.

Apply by:        Posted: December 14, 2017

**Deadline to apply: January 12, 2018**

Please **drop off or email your resume** at Administration office to: Eunice Tanner, Human Resource Manager or Michelle Delorme, HR Assistant.

Email: [eunice.tanner@ochapowace.ca](mailto:eunice.tanner@ochapowace.ca) or [michelle.delorme@ochapowace.ca](mailto:michelle.delorme@ochapowace.ca)