



## **INTERNAL & EXTERNAL JOB POSTING**

**Posting Period:** March 1<sup>st</sup>, 2019 – March 16<sup>th</sup>, 2019 at 4:00pm  
**Position:** 2 - Custodial Staff  
**Location:** Various SNGRDC Locations  
**Job Status:** Contract  
**Hours of Work:** 0-44 hours per week – Nights 11pm-6:30am

### **SUMMARY**

Reporting to the Custodial Lead Hand the Custodian is responsible for the cleaning of all Six Nations of the Grand River Development Corporation properties. The Custodian operates according to the Standard Operating Procedures of the Six Nations of the Grand River Development Corporation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operate floor cleaning equipment, rest room cleaning.
- Maintaining janitorial equipment.
- Good mechanical and problem solving skills.
- Able to work independently and as part of a team.
- Maintain a safe working environment.
- Conducts checks and cleaning of bathrooms and supplies levels.
- Set up and takedown of banquet tables and chairs when required.
- Reports any maintenance issues to management.
- Positive attitude and willingness to work and respond to emergency situations.
- Operate a variety of equipment to perform cleaning and preventative maintenance to floors, walls, windows, mirrors and other surfaces.
- Perform the job in accordance with all applicable standards, policies and regulatory guidelines.
- Clean, maintain and keep all tools organized and in good working condition.
- Ensure Health and Safety Guidelines are followed.
- Performs other related duties as may be required.

\*\*\*For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details\*\*\*



### **SUBMISSION PROCESS:**

Please submit the following to the HR Department at the Gathering Place by the Grand Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at [HRdept@sndevcorp.ca](mailto:HRdept@sndevcorp.ca):

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at [www.sndevcorp.ca/careers](http://www.sndevcorp.ca/careers).

#### **Please Note:**

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment
- Six Nations of the Grand River Development Corporation shall make every reasonable effort to accommodate job applicants who have disabilities and make the applicants aware of the policies and supports in place for accommodating people with disabilities. If you require accommodation during any phase of the recruitment and selection process, please reach out to Human Resources at [hrdept@sndevcorp.ca](mailto:hrdept@sndevcorp.ca).

**Thank You**



## **CUSTODIAN (Updated)**

### **SUMMARY**

Reporting to the Custodial Lead Hand the Custodian is responsible for the cleaning of all Six Nations of the Grand River Development Corporation properties. The Custodian operates according to the Standard Operating Procedures of the Six Nations of the Grand River Development Corporation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operate floor cleaning equipment, rest room cleaning.
- Maintaining janitorial equipment.
- Good mechanical and problem solving skills.
- Able to work independently and as part of a team.
- Maintain a safe working environment.
- Conducts checks and cleaning of bathrooms and supplies levels.
- Set up and takedown of banquet tables and chairs when required.
- Reports any maintenance issues to management.
- Positive attitude and willingness to work and respond to emergency situations.
- Operate a variety of equipment to perform cleaning and preventative maintenance to floors, walls, windows, mirrors and other surfaces.
- Perform the job in accordance with all applicable standards, policies and regulatory guidelines.
- Clean, maintain and keep all tools organized and in good working condition.
- Ensure Health and Safety Guidelines are followed.
- Performs other related duties as may be required.

### **ADDITIONAL SKILLS AND ABILITIES**

- Excellent customer service skills.
- A strong work ethic with a focus on accuracy and attention to detail.
- Ability to embrace and champion change.
- Reliable, punctual, and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.



- Understand and follow the Health & Safety Policies set by the Bingo Hall.

## **EDUCATION / EXPERIENCE**

### Minimum Requirements:

- One year of work related experience in the custodial or customer service field. Must be willing to take training and upgrading as required.
- Have knowledge of general cleaning and maintenance practices.
- Understanding of inventory control (receiving supplies, submitting orders).
- Able to deal with prolonged standing, walking and/or running. Pushing, pulling and lifting up to 50lbs required.
- Must have a pleasant attitude and disposition for working with the public.
- Willing to work flexible hours, evenings and weekends and holidays.
- Must pass a police record check.
- Must have reliable transportation as well as ability to maintain their drivers' license as they would be required to travel between locations in personal vehicle.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.

## **IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

## **CULTURE**

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

## **EXTERNAL/INTERNAL RELATIONSHIP**

Community Members, Customers, Human Resources, and Development Corporation Staff.



**WORK ENVIRONMENT**

- This position requires medium physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Cleaning of smoking environment required.

**DIMENSIONS (FINANCIAL/STAFF)**

Public Relations with community members.

**REPORTS TO:**

Lead Hand



## APPLICATION FOR EMPLOYMENT

<b>Position</b>		
Job Title:		
Posting End Date:		
<b>General Information</b>		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
<b>Three References</b>		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		



<b>Availability</b>	
Are you legally able to work in Canada? Yes _____ No _____ Date Available to Start Work: _____	

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No	
Are you a Six Nations band member? Yes No	

<b>Applicant Information Release</b>	
<p>I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.</p>	
Applicant's Signature:	Date:

- Please Note:
- \* Attach cover letter and resume
  - \* Police Record Check and copies of education will be required at time of offer of employment