



EXTERNAL JOB POSTING

Posting Period: November 27 – December 8, 2017
Position: Custodian
Location: Bingo Hall, Tourism Building, Oneida Business Park, and other SNGRDC properties
Job Status: Part-time, Contract (2 months)
Hours of Work: 0-35 hours per week

SUMMARY

Reporting to the Custodial Assistant Lead Hand the Custodian is responsible for the cleaning of the Bingo Hall before operating sessions, Tourism Building, Oneida Business Park, and other SNGRDC properties as required. 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 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.
- Participates in and completes all required SNGRDC training.
- Completes WHIMIS training.
- 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 Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

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

Or apply online at 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

Thank You



CUSTODIAL (Updated)

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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 SNGRDC.

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.
- 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.
- Must be able to work a spilt-shift Monday to Friday 6:00am-10:00am and 3:45 pm to 7:45 pm.
- 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.

- Working in a smoking environment.

DIMENSIONS (FINANCIAL/STAFF)

Public Relations with community members.

REPORTS TO:

Custodial Assistant Lead Hand



APPLICATION FOR EMPLOYMENT

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

Availability

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

Applicant Information Release

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.

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