



ENAADMAAGEHJIK OA WIKWEMIKONG DEVELOPMENT COMMISSION

Employment Opportunity Custodian

The Custodian shall in every aspect of their position be responsible for the maintenance activities of existing Wikwemikong Development Commission Buildings i.e., the WDC Office Building, Tourism and Arts Centre, Craft Store, and other sites from time to time.

The Custodian's main effort will work in a professional and clean manner and will understand and apply all techniques/skills of cleaning and facility maintenance and show a clear understanding of our customers' need for service excellence and will be committed to it.

In addition, the Custodian will aspire to complete the following duties to the best of their abilities and as required by their position:

1. Demonstrate safe working practices and techniques.
2. To ensure all buildings meet health and safety requirements, such as the elimination of trip hazards, prevention of slip and fall hazards, safely store cleaning equipment, material, and proper use of hazardous materials.
3. Daily cleaning of floors, washrooms, kitchens, inside window cleaning, dust removal from window ledges, desks, cabinets, and other furniture.
4. Cleaning of walls and air vents on a semi-annual basis and spot cleaning/dusting daily.
5. Waxing and buffing of floors, vacuuming, and shampooing of carpets and cloth covered furniture on an annual basis or when required.
6. Ensure that all washrooms and kitchen facilities are stocked with cleaning products and disinfected daily.
7. Fill out work orders and notify the Maintenance Worker/Manager of repairs for machinery and equipment as required.
8. Ensure that all entrances and emergency exits are clear of any obstructions, debris, or snow.
9. Respond to work orders as required by employees and/or tenants.
10. Perform other property maintenance duties as required by Enaadmaagehjik, such as small maintenance jobs, changing lights bulbs, smoke detector batteries, minor drywall repair and painting.
11. Ensure that all safety and hazard and all emergency systems (lighting, alarms, fire suppression equipment, etc.) are in working order through annual, monthly, and daily inspection procedures.
12. Ensure that scheduled preventative maintenance is conducted as required.
13. Will order supplies and maintain inventories of said supplies and material for cleaning of buildings.
14. When required, clean vacant units to be ready for new tenant.
15. Performs other property maintenance duties as required by Enaadmaagehjik, during peak work periods, such as general outside maintenance of buildings, for example, lawn care, snow removal on sidewalks, cleaning the outside windows and daily garbage removal of public trash bins. Respond to emergency and security calls when required.

Qualifications:

Grade 12 Diploma and relevant certificates in the maintenance industry or equivalent experience amounting to three (3) years experience in the field of property maintenance and a proven record of success.

- Possession of a valid Class G Driver's License required and access to vehicle.
- Work flexible hours (evening and weekend included).
- Computer knowledge and software knowledge including word processing, spreadsheet, presentation, costing and electronic mail software.
- Knowledge and appreciation of Anishnabek language customs, traditions, and practices.

Salary: \$58,947.00

Application Deadline: May 23, 3025

Submit Cover Letter, Resume and 3 Recent Letter of References to:

Mary Lynn Odjig, General Manager
Enaadmaagehjik o/a Wikwemikong Development Commission
2102 Wikwemikong Way

POP 2J0

Attention: Custodian Employment Opportunity