



Beausoleil First Nation

11 O-Gemaa Miikan
Christian Island, ON
L9M 0A9

705-247-2051 Fax: 705-247-2239 Email: admin@chimnissing.ca

Posted:



EMPLOYMENT OPPORTUNITY

Must be a BFN member

Beausoleil First Nation is seeking a **qualified** and **self-motivated** individual who will be assisting with the building and property maintenance at the Events Centre.

Qualifications:

1. Possess a **valid Driver's license**.
2. Organized and able to work **independently**.
3. Must have **WHMIS, First Aid and CPR Level C certification**.
4. Experience in **MS office** skills including Microsoft Word, Publisher, Excel and Outlook.
5. Provide a Criminal Reference Check and VSS (**upon offer of employment**).
6. Must be physically fit and able to work at a sustained pace for certain events.
7. Persons of Aboriginal Descent Preferred.
8. Must be willing to take on further training opportunities.

Duties and Responsibilities:

- Vacuum, sweep, wax, or mop floors, mats, rugs etc.....
- Ensure all exits are clear of obstruction at all times.
- Clean and disinfect washrooms and re-stock supplies as necessary.
- Clean, dust or disinfect surfaces and tops of furniture, appliances, and equipment.
- Empty waste baskets and recycling, and remove contents to appropriate disposal area.
- Wash windows and spot clean interior glass, walls, partitions, appliances.
- Ensure storage areas are kept neat and orderly, all supplies and cleaning material are stored in their proper place, and keep MSDS sheets current.
- Perform minor repairs /assemble furniture or other duties as directed by management.
- Maintain equipment used (i.e. Zamboni, Lawnmower, other lawn maintenance, winter equipment)
- Perform interior and exterior inspection of facility, arrange for inspections and testing of equipment, and advise management of ANY damages, deficiencies, and the need to replenish materials and supplies.

Duration: Term contract until March 31st, 2021.
Closing Date: September 21, 2020, at 4:30 PM
Hours of Work: 40 hours per week (evenings/weekends)
Rate of Pay: \$15.00 per hour
Direct Supervisor: **Dan Peters**
Functional Supervisor: Recreation and Events Coordinator
A.Dan Moangué
First Nation Administrator

SEND TO: Beausoleil First Nation Attn: Virginia Sandy. Your application package must be clearly marked with your name and the position you are applying for include Current Cover letter, Resume, Copies of relevant Certificates/Diplomas. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. jobs@chimnissing.ca

We thank all who apply, however, only those selected for an interview will be contacted.