



Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan
Christian Island, Ontario
L9M 0A9
(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY Event Centre Maintenance Worker

Posting Date:	Nov 17, 2025	Salary:	\$20.00 / hour
Classification:	Permanent	Closing Date:	Dec 1, 2025
Supervisor:	Dan Peters	Vacancy Status:	New role
Hours of Work:	35 hours/week	# of positions:	2

Overview

Beausoleil First Nation is seeking **two qualified** and **self-motivated** individuals who will be assisting with the planning, organizing, and implementation of **all events at the Event Centre and Operation of the Community Rink.**

Key Responsibilities Include:

- 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.
- Keep Walkways clear of debris, pileup and kept in a safe manner.
- Wash windows and spot clean interior glass, walls, partitions, appliances.
- Perform minor repairs /assemble furniture or other duties as directed by management.
- Maintain equipment used (i.e. Lawnmower, Zamboni, other lawn maintenance and 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.
- Maintain ice surface and flood according to communities needs.
- Record attendance and log tasks done each day.

Qualifications:

- Possess a **valid Driver's license.**
- Knowledge of First Nation culture, traditions and language would be **considered an asset.**
- Organized and able to work **independently.**
- Must have **WHMIS, First Aid and CPR Level C certification.**
- Proficient in **MS office** skills including Microsoft Word, Excel.
- Provide a Criminal Reference Check and VSS (**upon offer of employment**).
- Must be physically fit and able to work at a sustained pace for certain events.
- Persons of Aboriginal Descent Preferred.
- Must be willing to take on further training opportunities.
- **Knowledge:**
 - Knowledge of community development approaches.
 - Knowledge of internal/external policies and procedures.
 - Knowledge of financial accounting principles for the purpose of budget development and review as required.
- Knowledge of administrative and management principles.



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Skills and Abilities:

- Skill at effective verbal communication to transfer relevant information necessary to stress points of clarification and/or understanding.
- Skill at working accurately with respect to all aspects of the job as not to compromise organizational image and integrity.
- Skill at planning, researching, and preparing job relevant materials for professional presentation.
- Skill at maintaining internal and external employee relations.
- Ability to work with minimal supervision.
- Ability to monitor, research, and integrate project initiatives.
- Ability to develop project partnerships with internal or external groups.

Other:

- Must display sensitivity towards Aboriginal issues, and those who may be personally affected by these issues.
- Must persist with extra enthusiasm or effort when necessary to complete own activities successfully, even during unforeseen events.
- Must communicate effectively and keep others informed.
- Must have interpersonal skills as demonstrated by being able to work as a team member, help others, and being cooperative with other members in the organization.
- Must be able to comply with previously established procedures.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.