



**CUSTODIAN
(CASUAL)
POSTING #2021-ADM-EXT-14**

About FFTAHS

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

Position Summary

The Custodian is responsible for performing cleaning and minor maintenance duties for all facilities, ensuring they are maintained in a presentable, safe and sanitary manner.

Job Duties

- Ensures the use of special cleaning solutions and disinfectants to prevent the spread of disease and to ensure a clean environment throughout the facility.
- Sweeps, mops, polishes floors and vacuums carpeted areas.
- Dumps garbage and recycle bins.
- Performs all cleaning aspects of halls, offices, board rooms, restrooms and lunchrooms.
- Washes walls, windows and window coverings as needed.
- Cleans light fixtures and changes bulbs/tubes as needed.
- Performs minor repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds etc.
- Contacts appropriate maintenance service shop for major repairs, upon approval from management.
- Maintains and orders inventories of all cleaning supplies.
- Maintains outside grounds (i.e. removes snow, ice, and debris, grass cutting and weed eating).
- Performs routine cleaning of gutters, soffit and fascia.
- Minor repairs including but not limited to drywall, lighting, small appliances, minor plumbing, etc.

- Operates and manages small engine equipment such as snow blowers, leaf blowers, riding lawn mowers, tree and shrub trimmers, chain saws, etc.
- Performs preventative maintenance on small engine equipment and utility systems.
- Conducts maintenance inspections on buildings.
- Maintains the company vehicles by washing, vacuuming and filling wiper fluids, etc. and arrange for service appointments.
- Performs water testing on a regular basis as required
- Documents in accordance with FFTAHS Documentation Standard
- Maintains and promotes safety by being a proactive safety leader and by following safe work practices and policies as prescribed
- Performs other related duties as assigned

Qualifications

- Grade 12 or GED
- Must possess or be willing to obtain Certification in the Operation of Small Drinking Water Systems
- 1 - 2 years' experience with small equipment operations and repairs and cleaning preferred
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

Requirements for Submissions

Interested candidates are invited to submit a cover letter and resume, including three employment-related references and reference the competition **#2021-ADM-EXT-14** on your cover letter and envelope (if applicable), to:

Hiring Committee
 Mail: P.O Box 608, Fort Frances, ON, P9A 3M9
 Fax: (807) 274-9669
 E-mail: humanresources@fftahs.org

Internal posting includes FFTAHS employees, members and employees of 10 First Nations and Indigenous organizations and employment agencies within the Fort Frances Tribal Area First Nations. On your cover letter, you are encouraged to identify that you are a member of a First Nation community.

Fort Frances Tribal Area Health Services Inc. is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miiigwech, thank you.

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