



Aamjiwnaang First Nation Chippewas of Sarnia

EMPLOYMENT OPPORTUNITY

Position Title: Team Cleaner

Location: Sarnia, ON

Duration: Casual

Hours: Monday-Friday 4:00 p.m. – 12:00 a.m.

Posting Closes/Deadline: Open

Purpose of the Position

To maintain and ensure a high standard of cleanliness for Aamjiwnaang First Nation in all public and staff areas in our buildings as part of a team. Team Cleaners will clean the following buildings, Seniors Building, Annex, Resource Centre, Public Works, Fieldhouse, Administration (Band Office), Education Centre/Portable, Social Services Building and the Health Centre.

Responsibilities

Within Aamjiwnaang we have Team Cleaning specialists that are independently deployed in a systematic method and perform assigned cleaning tasks in designated areas based on allotted time. By focusing primarily on one type of work, each Team Cleaning member becomes more skilled, more effective at the job, and more knowledgeable about proper safety procedures for that job. Each specialist role involves specific tools and tasks, as well as performance standards.

There are four distinct positions within our Team Cleaning (all of Team Cleaners will be trained on each specialized area):

Light-duty Specialist

- Empties the trash and recycling bins
- Dusts and disinfects all horizontal surfaces
- Cleans telephones
- Spot cleans horizontal and vertical surfaces as needed
- Picks up paper clips, paper and pencils from floor
- Spot-cleans door glass
- Positions trash in a strategic location for the Utility Specialist to pick up and take to the dumpster

Vacuum Specialist

- Vacuums all areas
- Checks to see the trash was emptied
- Removes crumbs, ashes or other spills on furniture
- Repositions all furniture correctly
- Turns out lights upon completion of the room and secure area as required

Restroom Specialist

- Empties the garbage
- Cleans/disinfects and sanitizes fixtures and mirrors
- Spot-cleans and disinfects partitions and doors
- Refills toilet tissue and refills all other dispensers

- Sweeps and mops tile floors
- Checks all fixtures and makes a note of any damage or burned-out light bulbs to the Team Leader

Utility Specialist

- Hauls the trash out of the building that has been accumulated by the other specialists
- Cleans the brass, blinds and carpet where needed
- Mopping of floors
- Does any damp or wet mopping
- Handles light maintenance and other specialty services

Other:

- Other duties as assigned

Minimum Requirements

- High School Diploma or equivalent required
- Criminal Check (no older than 12 months)
- Extensive experience in all aspects of general cleaning, including window treatments
- Strong experience in the use of floor polishing and other cleaning equipment
- Current G Class Driver's License and reliable transportation
- Training in the awareness of cleaning products, their use and ability to use

Knowledge, Skills, and Abilities

- Knowledge of the Workplace Hazardous Materials Information System
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products (Material Safety Data Sheets)
- Ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability
- Ability to respond appropriately in a team environment and show sensitivity and initiative, by encouraging and supporting other team members
- Good verbal communication and public relation skills
- Good organizational skills
- Ability to work unsupervised
- Good time management skills and working to deadlines
- Proficient in the ability to operate cleaning equipment
- Ability to work flexible working hours and or public holidays

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax