

ONEIDA NATION OF THE THAMES

HUMAN RESOURCES DEPARTMENT
2212-A ELM AVENUE
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Groundskeeper/Custodian
Term: Permanent Full-Time
Department: Community Centre
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 10:00a.m. to 6:00p.m., must be flexible to adjust work hours including evenings, weekends, and statutory holidays

Posting Date: August 19, 2024

Closing Date: August 30, 2024 at 4:30p.m.

JOB SUMMARY:

Reporting to the Facilities Manager, the **Groundskeeper/Custodian** is responsible for performing custodial duties, minor maintenance, and other miscellaneous duties to ensure that the Oneida Community Centre building and facilities are maintained in a healthy, safe and sanitary manner.

The **Groundskeeper/Custodian** cares for the Oneida Community Centre facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of clients, staff and program participants.

QUALIFICATIONS:

1. Grade 12 Diploma **or** equivalent.
2. Previous employment experience in a similar capacity.
3. Working knowledge of cleaning methods, materials, and equipment.
4. Ability to perform the full range of janitorial duties as required including lifting (up to 40 lbs.), sweeping, mopping, scrubbing, vacuuming, and operating equipment.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.