



## EMPLOYMENT OPPORTUNITY

**POSITION:** MAINTENANCE CUSTODIAN (Full-Time Permanent)  
**LOCATION:** Wiikwemkoong Junior School  
**SALARY:** Starting Wage at \$22.72 per hour  
**START DATE:** Immediate

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Under the direction of the Maintenance Supervisor and the general direction of the Principal and/or Senior Business Official, the Maintenance Custodian will provide duties and responsibilities related to minor building and equipment repairs; preventative maintenance; janitorial duties.

### **RESPONSIBILITIES:**

- Carrying out minor repairs on floors, ceilings, walls, windows, doors, etc.
- Carrying out preventative maintenance and minor repairs on roofs, emergency lighting units, plumbing fixtures, other mechanical/electrical equipment.
- Maintain tools and equipment in proper working order by performing minor maintenance as needed.
- Utilize equipment and gear safely and in a proper manner.
- Making minor repairs to wall surfaces and painting.
- Carrying out duties as outlined in the Fire Protection Plan for each school – through the maintenance of equipment, extinguishers, emergency exits and conducting fire drills; completion of checklists (daily, weekly, monthly)
- Performs daily housekeeping and janitorial duties including sweeping, vacuuming, mopping, waxing & polishing; dusting, washing walls, windows & doors; collecting garbage/recycling; minor plumbing; visual inspections of fire equipment and exits; moving furniture.
- Provide a list of inventory and supplies required for each janitor closet.
- Look after gym rental and be responsible for opening & closing, cleaning & standby.
- Wear PPE such as safety glasses, gloves, steel toe shoes.

### **QUALIFICATIONS:**

- Minimum Grade 12 High School Diploma or equivalent.
- Specialized knowledge dealing with building maintenance an asset.
- Must be physically capable of long periods of standing, walking, and handling medium to heavy weight equipment and materials.
- Ability to follow directions and maintain quality and quantity standards on cleaning tasks.
- Knowledge and appreciation of Anishinabek culture, traditions, language and history.
- Provide a cover letter, resume, and three current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

**DEADLINE:** October 31, 2024, at 2:00 PM

**DIRECT APPLICATIONS TO:** “Maintenance Custodian”  
Wiikwemkoong Board of Education  
34 Henry Street  
Wikwemikong, ON P0P 2J0  
Email: [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

\*Note: Only those selected for an interview will be contacted.\*