



EMPLOYMENT OPPORTUNITY

POSITION: MAINTENANCE CUSTODIAN
LOCATION: Wiikwemkoong Board of Education
SALARY: \$65,009.00
START DATE: Immediate

Under the direction of the Operations and Maintenance Supervisor and the general direction of the Principal and/or Associate Director, the Maintenance Custodian will provide duties and responsibilities related to minor building and equipment repairs; preventative maintenance; and 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.

CLOSING: October 10, 2025, at 2:00 p.m.

DIRECT APPLICATIONS TO:

Angela Shawanda, Retention and Recruitment Coordinator
Wiikwemkoong Board of Education
34 Henry Street
Wikwemikong, ON P0P 2J0
Email: 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.