

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Janitor #TR 20
Division:	Finance and Administration, Administration
Date of Job Description:	October 2008
Terms:	Fixed-Term
Job Reports to:	Building Administration Manager

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Sherrie Montour

GENERAL JOB DESCRIPTION
Under the supervision of the Building Administration Manager, provides janitorial services.

RESPONSIBILITIES	TASKS
To provide constant high quality cleaning and maintenance service for the Unit.	<ul style="list-style-type: none">➤ General cleaning of washroom, office and storage spaces throughout the office.➤ Sweeping of floors daily.➤ Washing of floors daily, or as required.➤ Dusting of furniture daily.➤ Replenishes toiletries on a daily basis.➤ Collects/removes garbage daily from all areas of office. Garbage needs to be put out on designated days for weekly pickup.➤ Washes interior windows every two (2) months.➤ Washes exterior windows as required.➤ Ensures supplies are adequately stocked i.e. toiletries, paper products, cleaning solutions, mops, and any other item related to perform duties, by informing the Building Administration Manager.➤ Ensures that all appliances are in good working order. If not, reports any deficiencies to Building Administration Manager.➤ Secures the building at the end of each work day.

- Perform other job related duties as directed by immediate supervisor.

ACCOUNTABILITY

- To provide constant high quality cleaning and maintenance service for the Unit;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives.

QUALIFICATIONS

Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma, plus one (1) year relevant experience with concentration in General Maintenance.
Skills Requirements	<ul style="list-style-type: none"> ➤ Sound knowledge of cleaning procedures and cleaning products. ➤ Some knowledge of electrical systems and plumbing would be an asset. ➤ Ability to communicate in the Kanien'keha and French languages is an asset. ➤ Willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES