



“Ratinatanonha” Kahnawake Peace Keepers

P.O. Box 203
Kahnawake Mohawk Territory
JOL 1B0
Tel: (450)632-6505 Fax: (450)632-4763

JOB POSTING

JOB TITLE: Janitor – Part-Time Position

JOB RESPONSIBILITIES:

- To provide general cleaning services;
- Sweeping, washing, and/or waxing of floors;
- Vacuuming carpeted areas and/or steam cleaning;
- Cleaning of kitchen, bathrooms, common areas, cell area;
- Disinfecting surfaces;
- Collecting and disposing of garbage and recycling;
- Carrying and moving of moderately heavy equipment;
- Laundry, as needed;
- Performing exterior custodial duties such as removing debris, snow removal.

REQUIREMENTS

Education / Training:

- High School Diploma, plus one (1) year relevant experience with concentration in General Janitorial services.

BENEFITS

Mohawk Self Insurance (Workers Compensation), Employee Assistance Program, Flexible Schedule, Staff Outings/Events

Starting Salary:

- Level MTT-B, Step 3 MCK Salary Grid 2024/2025 - \$ 20.34 / hour

Work Schedule:

- Saturday and Sunday, 4 hours per day (flexible), 8 hours total
- Occasional shift coverage during normal business hours

CANDIDATE PROFILE

Personal Attributes:

- Dependable;
- Detail orientated and organized;
- Takes initiative;
- Works independently;
- Maintain confidentiality;
- Good physical fitness

APPLICATION REQUIREMENTS

- Complete a Kahnawake Mohawk Peacekeeper Privacy Waiver allowing a security check to be performed. Provide a picture ID (Driver's license OR Native Status card OR Medicare card);
- Resume;
- Names & contact information for three (3) professional references;
- Proof of Educational Requirements.

SUBMIT APPLICATION TO

Trina Skye
Training and Human Resources Coordinator, KMPK
PO Box 203
Kahnawake Mohawk Territory, JOL 1B0
Email: trina.skye@kmpk.ca
Phone: 450.632.6505

START DATE: Immediately

DEADLINE: OPEN UNTIL FILLED

Preference is given to Aboriginal candidates

**Detailed Job description and forms
can be obtained at the KMPK Station, KMPK Website or
by contacting Trina Skye**



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Job Title:	JANITOR
Division:	KAHNAWAKE MOHAWK PEACEKEEPERS
Reports To:	ADMINISTRATIVE SERGEANT
Name of Incumbent:	
Purpose:	Under the supervision of the Administrative Sergeant, provides cleaning services for the Kahnawake Mohawk Peacekeepers building.
Cultural Identity Attributes:	This individual is reliable, a self-starter, and is able to work independently. The individual pays special attention to detail, enjoys working in a structured environment, and communicates well.
Roles & Responsibilities:	
To provide general cleaning services.	
<ul style="list-style-type: none"> • General cleaning of the building and keeping it maintained and in good condition; • Vacuum, sweep, and mop floors; • Clean and stock bathrooms; • Clean & disinfect common areas; • Clean & disinfect cell areas; • Collect & dispose of garbage; • Collect & dispose of recycling; • Notify supervisors of needed repairs; • Laundry as needed. 	
To advise on resources needed to fulfill job requirements.	
<ul style="list-style-type: none"> • Advise weekday maintenance staff of required cleaning supplies and/or equipment and issues encountered; • Restocking supplies; • Ensuring that all appliances are in good working order. 	

To Perform any other duties as directed by Immediate Supervisor.

Decision Making Authority:

- To determine the appropriate cleaning products to use.
- To determine the appropriate cleaning equipment to use.
- To determine the amount of time needed to complete tasks.

Accountability:

- To ensure the Peacekeeper building is kept in a clean and presentable manner.
- To provide constant high quality cleaning services.
- To deal with coworkers in a tactful, discrete and courteous manner.
- To complete tasks in a timely manner with minimal supervision.
- To maintain confidentiality.
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

Education & Experience:

- High School Diploma plus 1 (one) year of relevant work experience

Knowledge, Skills, Abilities and Other Attributes:

- Ability to manage time efficiently;
- Knowledge of cleaning procedures;
- Ability to work safely with a variety of cleaning products;
- Knowledge in utilizing basic cleaning equipment;
- Basic knowledge of plumbing;
- Must be able to perform minor physical labor;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Saturday and Sunday: 4 (four) hours per day
- Weekday coverage may be required

Competencies:					
Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Core	Intermediate	Core	Core	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
Core	Intermediate	Core	Core		

Commitment Statement:
 I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Training & Human Resources Coordinator: _____