



CHIPPEWAS OF GEORGINA ISLAND FIRST NATION

JOB POSTING

Part time Caretaker – Georgina Island Learning Centre

Reports To: Director of Education

Classification: Part-time

General Description of Duties:

- Open and prepare the building for daily operations
- Perform routine cleaning throughout the facility, including:
 - Cleaning and sanitizing washrooms
 - Sweeping, dusting, mopping, and vacuuming
 - Cleaning windows and common areas
 - Emptying and disposing of garbage and recycling
- Maintain safe and clean walkways year-round, including snow shoveling during winter months
- Conduct routine inspections of the building and grounds to identify maintenance issues or safety hazards
- Perform minor maintenance tasks, as appropriate and within skill level
- Set up and tear down rooms for programs, services, and rentals (e.g., furniture, equipment, staging)
- Secure and lock the facility at closing, ensuring the safety of occupants and property
- Provide input and suggestions for improvements to policies, procedures, and operations
- Perform other related duties as assigned

Qualifications:

- WHMIS and/or workplace safety training, or willingness to obtain
- Previous custodial or facilities experience is an asset but not required
- Ability to perform physical tasks, including lifting, bending, standing, and working both indoors and outdoors
- Strong organizational skills with attention to detail and effective time management
- Clear verbal and written communication skills and the ability to work well with others
- Ability to obtain a Vulnerable Sector Check (CPIC)

Working Conditions:

- May include early mornings, evenings, or weekends
- Exposure to cleaning products and seasonal weather conditions

Closing Date: January 5, 2026

Contact: Cara Tuch, Human Resources Generalist
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*****Only applicants selected for an interview will be contacted*****

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

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