



“Ratinatanonha” Kahnawake Peace Keepers

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

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: _____