



32 Machishteweyaaau Street  
Nemaska, Quebec, J0Y 3B0

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## EMPLOYMENT OPPORTUNITY Internal Posting

**CREE NATION OF NEMASKA** HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

**TITLE:** Janitor  
**Location :** 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0  
**Salary:** (\$30,008.00 min. - \$45,013.00 max.) plus northern allowance  
**Closing Date:** March 27, 2024  
**Employment Status:** Permanent, subject to 3-month probation

### Summary of Position:

Reporting to the Director of Human Resources, the Janitor is responsible for the general upkeep of the Cree Nation of Nemaska Administration Building and grounds. S/he ensures that the environment is clean and safe at all times.

### Duties and Responsibilities

#### Functional responsibilities:

- Maintain and clean the Administration Building and grounds.
- Determine appropriate cleaning methods, materials, supplies and equipment required to perform work.
- Supply restrooms and kitchens with basic supplies.
- Maintain and repair janitorial equipment and make recommendations to the supervisor concerning the purchase of new equipment.
- Assure that the building is secure and safe by performing tasks such as locking doors after operating hours and ensuring that electrical appliances are properly shut off. Report any hazards to Supervisor.
- Ensure all work is done in accordance with established policies and procedures

### Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

#### Education:

- Some High School

#### Experience:

- One year or less of relevant experience.

**Languages:**

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.

**Knowledge and abilities:**

- Customer focused and service oriented.
- Knowledge of cleaning products
- Knowledge of basic safety precautions and standards.

**Working Environments**

The Janitor works at the Cree Nation of Nemaska Administration Building as well as onsite and outdoors. The incumbent is responsible for working regular hours as per the determined schedule. In addition, because of the nature of work, attendance may be required at odd hours and weekends for emergencies.

**Information to be provided**

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

**Please forward this information at the attention of:**

Lori-Ann Wapachee  
Director of Human Resources  
Cree Nation of Nemaska  
32 Machishteweyaaou Trail  
Nemaska, Quebec  
J0Y 3B0

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