



32 Machishteweyaau Trail
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

3rd Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Janitor
Location: 32 Machishteweyaau Trail, Nemaska, Quebec, J0Y3B0
Salary: The salary ranges from \$20.60 to \$30.90 per hour, based on experience, plus northern allowance
Closing Date: October 15, 2025
Employment Status: Regular Part-time, subject to 3-month probation

Summary of Position

The Janitor is responsible for the general upkeep of the Cree Nation of Nemaska Administration Building and grounds. They ensure that the environment is clean and safe at all times.

Duties and Responsibilities

General 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.

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 cover 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
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