



**EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING**

CARETAKER

30hr/week -term to August 31, 2017 (possibility of extension)

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 2000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An indigenous post-secondary institution, FNTI offers programs targeted at indigenous learners across a wide range of post-secondary disciplines including aviation, social work, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Job Summary:

This position is responsible for performing a wide variety of cleaning and minor maintenance duties in order to provide a healthy, safe and sanitary environment; as well as performing other related duties as required.

Duties:

Under the direction of the Facilities Manager, the key responsibilities of the Caretaker will include, but are not limited to the following:

- Cleaning and Maintenance of Facilities;
- Maintenance of grounds, including lawn maintenance and snow removal;
- Operation of equipment, including vehicles, extractors, buffers, vacuums, pressure washer's, pumps, generators, power tools, hand tools, dishwasher, water coolers, grass cutting and snow removal equipment;
- Provide security services including locking and unlocking building, securing facilities, activating alarm systems, testing emergency lighting and alarm systems, responding to alarm calls and conducting security patrols, etc.;
- Interact and provide services to staff, including providing pick up and delivery services, responding to staff requests and preparing facilities for daily operations, room set-ups for meeting's & classroom set-up, advise staff on minor clean up process and security process, respond to urgent/emergency concerns
- Others related duties as assigned

Qualifications:

- Secondary school diploma or equivalent;
- Experience with industrial/office cleaning procedures;
- Valid Class 'G' driver's licence and an acceptable driving record
- Demonstrated technical/mechanical aptitude and ability;
- Knowledge of WHMIS (Workplace Hazardous Materials Information System);
- Ability to work independently;
- An acceptable Vulnerable Sector Check or CPIC;
- Valid CPR and first aid;
- Preference will be given to Aboriginal Candidates under the Aboriginal Employment Preferences Policy

Please forward your resume, including two references, by April 9, 2017, at midnight, to:

Erin Ferrante Operations Officer – HR & Admin Email: erinf@fnti.net 613-396-2122 ext. 128	FNTI 3 Old York Road Tyendinaga Mohawk Territory, ON K0K 1X0
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Thank you for your interest in this position
Those selected for an interview will be contacted by April 11, 2017
For planning purposes, interviews will be held between April 12-13, 2017
These dates are subject to change without notice