Employment Opportunity

Position: Custodian

Location: Rainy Lake Campus

Start Date: November 2026

Deadline: Ongoing until filled

Duration: Full-time, Permanent

Wage: $22.24-$27.18 per hour, Based on a 35-hour work week, hours of work 2:00pm to 10:00pm, vacation leave, competitive benefits package and registered pension plan included

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How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**

Email:
Attn: Human Resources Department
human.resources@7generations.org

Fax:
Attn: Personnel Committee
(807) 274-8761

Mail:
Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to Marc McPherson, Director of Facilities at marcm@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.

Custodian

Job Description

General description

The Custodian will be responsible for cleaning and sanitizing designated spaces within the facilities operated by Seven Generations Education Institute. This position requires a thorough understanding of all health and safety measures required for a custodian. This position also requires the individual to employ proper lifting techniques.

Qualifications and skills requirements

1. Previous experience in cleaning and sanitizing commercial facilities
2. Knowledge and understanding of WHMIS
3. Knowledge and understanding of health and safety practices and procedures as well as products used for cleaning and sanitizing a commercial facility
4. Ability to carry out tasks in a timely manner with minimal supervision
5. First Aid, CPR and WHMIS certification

Supervisor: Director of Facilities

Job duties/responsibilities

1. Ensure facilities are secured at all times
2. Sweep, mop and vacuum floors
3. Empty waste containers
4. Dust furniture and equipment
5. Strip floors
6. Steam clean carpeting
7. Clean and sanitize washrooms
8. Replenish cleaning supplies as needed
9. Ensure janitorial products are stored and used according to manufacturer's Health and Safety recommendations
10. Maintains outside grounds (grass cutting, remove snow, ice, and debris)
11. Performs miscellaneous job-related duties as assigned
12. Notify Director of Facilities of maintenance issues as they arise
13. Attend meetings as required

Relationships

Internal

1. Daily interactions with staff and students

External

1. Work with contracted cleaning services
2. May interact with members of the public on occasion

Working conditions

- Normally a seven (7) hour workday
- Moderate physical activity
- May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, all required personal protective equipment will be provided
- Work may involve occasional exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Some weekend light cleaning may be required
- Moderate visual concentration is necessary

Conditions of Employment:

- This position requires a satisfactory Criminal Reference Check with a Vulnerable Sector Check
- Valid Class 'G' Drivers License and access to a vehicle is required