



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

<u>POSITION:</u>	Custodian, Asset Management
<u>DURATION:</u>	Fixed-Term, Full-Time (TBD – March 31, 2026) Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$730.50 to \$825.38 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Monday, June 16, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Valid Quebec Driver's License

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
<https://kahnawake.com/jobs>

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Core Job Information	
Job Title:	Custodian
Division:	Asset Management
Reports To:	Building Maintenance Supervisor Director of Sports and Recreation
Date of Job Description	October 17, 2024
Purpose: To perform duties related to the cleaning /maintenance, safety, security, and operation of the Kahnawà:ke Sports Complex and other facilities, fields, rinks, and parks within the community as needed.	
Roles & Responsibilities	
Provides Janitorial and Maintenance services for the Sports Complex.	
<ul style="list-style-type: none"> • Performs janitorial duties, assuring cleanliness throughout the playing surface, spectator areas, technical service room, washrooms, snack bar, offices, dressing rooms, and outside grounds. • Collects and removes garbage daily from all areas, including inside the Snack Bar, dressing rooms, spectator areas, and offices. • Maintains all washrooms, ensures toiletries are replenished, toilets and sinks are thoroughly cleaned, and all drains are unclogged. • Maintains the cleanliness of all glass, mirrors, and windows, including exterior doors, interior ice shed doors, Press Box, Pro-Shop, Snack Bar windows, both sides of the safety glass along the ice surface, and trophy cases as needed. • Ensures upkeep of floors and spectator stands, including removal of debris, sweeping, mopping, and vacuuming as required. • Performs tree/weed trimming or grass cutting duties of the Sports Complex grounds as needed. • Performs building maintenance tasks such as exterior building washing, window repair, sheet rock, and lighting installation. • Performs follow-up on cleaning/repairs of the building that do not require professional or contractor skills. • Ensures proper cleaning products are always in stock or requested. • Keeps equipment and tool inventory and updates as needed. • Addresses emergency repairs (drywall, windows, roofing, etc.) in a timely and cost-effective manner. 	



Act as a backup for operating the ice surface machinery, ice edger and maintains the Sports Complex ice as needed.

- Responsible for aiding in the freezing process each year.
- Responsible for aiding in the removal of the ice at the end of the season.
- Maintains the quality and temperature of the ice, taking corrective measures as necessary.
- Repair the ice (chips or floods) when not in use.
- Deals with equipment breakdowns as they occur, calling repairmen and communicating with clients.

Assumes responsibility for the safety and security of patrons and staff of the Sports Complex.

- Assumes responsibility for the security of patrons and staff.
- Ensures that patrons adhere to all KSC safety rules.
- Ensures KSC rules and regulations affecting the Smoking Ban, Public Skating, and Snack Bar Operating Hours are followed.
- Responding to injured people on ice or playing surfaces and contacting the ambulance as needed.
- Ensures that all exits are securely locked, machinery, lights, and showers are shut down at the end of every shift.
- Responsible for carrying out safety and security inspections of the premises upon opening and closing.
- Reports any damages, vandalism, or major repairs needed to the Immediate Supervisor.
- Ensures outside stairs and all emergency exits are free of debris, ice and snow at all times.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- High School Diploma, plus five (5) years of relevant construction experience, along with a Basic First Aid Course.

Knowledge, Skills, Abilities

- Knowledge of maintenance theories, principles, and practices related to various fields and trades, including but not limited to carpentry, plumbing, and heating.
- Knowledge of the MCK building inventory and properties, MCK operational policies, practices, and administrative procedures.
- Good character and strong work ethic.
- Strong communication and customer service skills.
- Ability to work with minimal supervision.
- Ability to work overtime in the evenings and on weekends, and be on-call to address emergency responses.



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RONWATIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

- Must possess a valid Quebec Driver's License.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in Kanien'kéha and French is an asset.
- Willingness to learn Kanien'kéha is required.

Working Environment

- Five-day work week is performed in an indoor/outdoor environment.
- Hours may be flexible per supervisor's approval.
- Moderate stress levels and productivity pressure.
- Occasional overtime and/or weekend work required to complete special projects and handle emergencies, alarms, etc.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Commitment Statement:

I serve the community of Kahnawà:ke 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: _____

Date: _____

Supervisor's Signature: _____

Date: _____