



<b>Competition No.:</b>	<b>2018 – 0248</b>
<b>Position:</b>	<b>Maintenance Worker</b>
<b>Classification:</b>	<b>\$15.00 per hour</b>
<b>Conditions:</b>	<b>Part-time (15 hours per week)</b>
<b>Department:</b>	<b>Brokenhead HQ</b>
<b>Location:</b>	Brokenhead First Nations Community
<b>Date Posted:</b>	<b>October 22, 2018</b>
<b>Closing Date:</b>	<b>November 10, 2018</b> – or the position is filled

**Southeast Child & Family Services (SECFS)** provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

### JOB RESPONSIBILITIES:

#### Internal –

- maintain lawns, snow removal;
- vacuum all carpeted areas and loose mats;
- sweep and mop all hard surfaces;
- wipe down door handles, light switches and glass;
- empty trash cans and clean as required;
- take care of recycling;
- clean and polish mirrors and baby change tables;
- clean and disinfect toilets and urinals;
- replenish dispensers;
- wipe kitchen counters and tables;
- clean microwave and refrigerator as required;
- load and empty dishwasher;
- spot clean walls as needed.

**External** – Maintain the cleanliness of the designated buildings and property as assigned by the Property/Operations Manager.

### QUALIFICATIONS:

- Able to lift up to 40lbs;
- Customer service related work experience;
- Be able to work evenings and weekends;
- Attendance is an imperative job function;
- Must have a Clear Child Abuse, Prior Contact and Criminal Record Check.

### HOW TO APPLY:

**Email:** [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org)  
**Fax:** (204) 947 – 0009

**In person:** **Frank Abraham** at the Brokenhead CFS Office

**Preference will be given to:** Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.