

**INTERNAL/EXTERNAL POSTING
EMPLOYMENT OPPORTUNITY
1 Part Time**

Position: Custodian – Matawa Education and Care Centre

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for seven Matawa First Nation communities: Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Education and Care Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

At this time, Matawa First Nations Management invites applications from qualified applicants for the position of Custodian in the Matawa Education and Care Centre (MECC) located in Thunder Bay, Ontario. The MECC provides a unique learning environment to support students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs.

Position Summary:

The Custodian is responsible for maintaining an attractive, sanitary and safe facility for students, staff and the public. They ensure that projects and maintenance are completed in a safe, proper and timely manner. The position plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students, while serving as a role model by displaying a professional, courteous, and helpful nature.

As a member of the Matawa Education team and reporting to the Education Manager, Principal





and Vice Principal, and the Facilities Manager, the Custodian will be responsible for the overall cleanliness, sanitation, security, safety and maintenance of the facility, grounds and equipment. They provide equipment and furniture arrangements for meetings, classroom activities and events, while minimizing property damage, loss and liability exposure.

Preferred Qualifications/Requirements:

- Graduation from high school or equivalent;
- Demonstrated 1 year (minimum) experience as a custodian or janitor;
- Qualifications in a technical/facilities field or relevant trade courses preferred;
- Knowledge and understanding of First Nation education
- Knowledge of and experience in an education facility
- Background and experience with Indigenous culture and practices is preferable
- Demonstrated ability to work effectively with all levels of staff and coworkers as well as students
- Knowledge of Ojibway, Cree or Oji-Cree will be considered an asset
- Excellent oral and written communication skills
- Valid Ontario Driver's License

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

We offer competitive salary commensurate with education and work experience. The successful applicant will be required to submit a current Criminal Record Check and TB skin test. This is a contract position to March 31, 2021, with the possibility of extension pending funding for the position and successful evaluation.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
ATTN: Sharon Nate, Executive Director
200 Lillie St North
Thunder Bay, Ontario P7C 5Y2
Email: education@matawa.on.ca
Closing Date: Until Filled

