

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Program Support Worker

Starting Wage at \$23.33 contract to June 30, 2026 with possibility of extension

PURPOSE AND SCOPE:

The Program Support Worker is responsible for the care and maintenance of the building and grounds of the SRFN Land Based School in Serpent River, Township of the North Shore, Ontario. They will ensure that proper sanitation methods are in place and practiced in order to keep a clean, safe and orderly work area. They will work collaboratively in their team to ensure all supplies, inventory, equipment is maintained and accounted for. They will work with and support the staff of HSCDSB to ensure a safe and culturally appropriate education program is built for youth.

In support of Serpent River First Nations goal of providing quality management, the Program Support Worker shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership.

DUTIES:

- Perform visual safety checks inside and outside perimeter including outside buildings and structures. Call the Director immediately if anything needs to be reported.
- Submit work orders to Infrastructure in timely order
- Track and maintain Land Based School equipment and supply inventory
- Support Education department and HSCDSB staff while they are on site
- Unlocking premises/locking premises; ensuring building is accessible
- Being present to receive students should they not arrive with classmates on the bus
- Develop contact lists and develop relationships with communities to help in program planning
- Collect and take out garbage nightly and as required during the day.
- Wipe down and disinfect all keyboards, computers and photocopiers.
- Disinfect all sinks, toilets, tabletops, door handles, light switches and other high touch surfaces using proper disinfectant.
- Ensure all soap, paper towel and toilet paper dispensers are full. Clean all mirrors
- Sweep/vacuum and mop all floors in offices, hallways and kitchens.
- Vacuum all carpets and rugs.
- Replace bulbs, fluorescent tubes and light covers as needed.
- Ensure that all corridors and entrances are free from obstruction.
- Check all mouse traps and dispose of mice caught then refill with traps.

- Pull out furniture, shelving etc. and clean floors.
- Pour Liquid Bac down drains for deodorizing, approximately ¼ cup per drain. Kitchen drains may need ½ cup.
- Check kitchen countertops and put away any foods that may have been left out.
- Turn off all lights and ensure all doors are locked.
- Turn off any coffee pots at the end of the day.
- Ensure entrances are clear of snow and ice, using salt and/or sand to eliminate slippery conditions throughout the day, paying special attention to before opening, during the day and for any after hours meetings or use of the facility.
- Clean and disinfect tables (tops, underneath and legs), doors, door frames
- Inspect table, chairs for any deficiencies.
- Wipe down classroom chairs.
- Wash windows, screens and window sills
- Thorough cleaning of all bathrooms
- Monitor all cleaning supplies, dispensers and complete purchase orders as needed, submit to Infrastructure and Housing Administrative Assistant/Inventory Clerk.
- Empty paper recycle bins.
- Clean air filters, cold air returns, floor vents and fan covers.
- Rake and dispose of leaves.
- Cut grass in the surrounding area of all buildings.
- Conduct a visual inspection of the building inside and outside to ensure all lighting, landings, stairs, ramps, handrails, and doors are in good repair and working order. Report any deficiencies.
- Wash heating vents
- Clean and organize custodial closet
- Wash all windows inside and outside
- Wash walls
- Perform any other duties, repairs and maintenance as assigned

QUALIFICATIONS:

- High School Diploma or working towards completion of High School Diploma
- Vulnerable Sector check required
- Some experience in building maintenance and First Nation program support
- Anishinaabe teachings to support School Board staff in programming
- Knowledge of cleaning and sanitizing products and their proper use and disposal as pertaining to the Safety Data Sheets (SDS)
- General knowledge of federal and provincial health and safety guidelines
- Developed skills in cleaning and maintenance with the ability to work with minimal supervision
- Good organizational skills.
- First Aid and CPR Certification or within the first three months of employment.
- WHMIS certification or ability to obtain within the first three months of employment.
- General maintenance skills to troubleshoot equipment
- Developed interpersonal skills and the ability to effectively work with the

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*

- general public management and employees.
- Be able to work overtime to meet deadlines and/or emergency situations
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of the 7 grandfather teachings

WORK SITE LOCATION:

The position will be located at Serpent River First Nation owned building in Serpent River, Township of the North Shore, Ontario and within the territory of Serpent River First Nation

ORGANIZATIONAL RELATIONSHIPS:

Reporting to the Director of Education

AUTHORITY:

n/a

Interested applicants **MUST** submit a cover letter, resume, and three references from recent employment direct supervisor/manager

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentriverfn.com

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