



JOB OPENING

Local Posting

Janitor

Public Buildings and Maintenance Department

The **Janitor** is responsible for the cleanliness and sanitation of assigned work location at the Administration Office in adherence to established standards and policies. The incumbent will perform routine cleaning, routine maintenance and clearing snow or debris from sidewalk.

KEY RESPONSIBILITIES

- Maintain regular cleaning and upkeep of the Administration Office
- Wash windows, glass partitions, mirrors, machines/equipment, interior walls, and ceilings
- Empty trash cans and other waste containers
- Sweep, mop, scrub, strip, seal, finish, polish and wax hallways, floors, and stairs
- Clean and disinfect all countertops and fixtures
- Service, clean and supply washrooms
- Use heavy duty janitorial equipment as needed
- Mix water with detergents or acids to prepare cleaning solutions according to specifications, preventing damage to floors and fixtures
- Monitor building security and safety by locking doors after hours and checking electrical appliance use to prevent hazards
- Perform other related tasks as requested

QUALIFICATIONS

- Some High School
- Valid Class 5 Drivers License
- Fluency in Cree and English, French an asset
- Knowledge of cleaning products and basic safety precautions and standards
- 1 to 3 years of relevant experience of building maintenance work including minor electrical, plumbing and carpentry work

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$20.58 - \$30.88**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **June 11, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0