



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

<b>POSITION:</b>	OFFICE MAINTENANCE WORKER
<b>COMPETITION:</b>	19-49
<b>LOCATION:</b>	New Liskeard, ON
<b>STATUS:</b>	Casual – Approximately 5 hours/week
<b>SALARY:</b>	\$15/hour
<b>CLOSING DATE:</b>	Open until filled

**JOB SUMMARY:** Reporting to the Program Supervisor, the Office Maintenance Worker is responsible for the overall cleaning of the office as outlined in the position description.

### REQUIRED QUALIFICATIONS:

- Must produce clear Criminal Record Check
- Must have high school diploma or equivalent
- Must love what you do
- Must be committed and on time
- Must possess a Workplace Hazardous Materials Information System (WHMIS) Certificate

### KEY RESPONSIBILITIES:

- Sweep and vacuum floors.
- Clean building by emptying trash, sweeping, cleaning and dusting surfaces.
- Clean management offices
- Clean windows, glass partitions, and mirrors as required

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com), by fax to 705 268-9272 or by mail to:

Human Resources,  
Kunuwanimano Child & Family Services  
38 Pine Street North, Unit 120  
Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

**Thank you for your interest in our Agency. Only those considered for an interview will be contacted.**