



We are looking for a: Janitor-housekeeper

## **JOB POSTING**

### **JOB SPECIFICATIONS**

#### **Functional Responsibilities**

- Clean exterior of the Hotel and Lodge buildings and grounds.
- Determine appropriate cleaning methods, materials, supplies, and equipment required.
- Perform all periodic tasks such as washing walls, waxing floors, washing carpets, etc.
- Remove gum, graffiti, stains and smudges when possible.
- Pick up debris and waste in and around the buildings and empty trash containers and ashtrays.
- Clean the corridors, lobby, lounge, guest rooms and washrooms.
- Replace dirty linens with clean items and restock room supplies.
- Respond to guest queries and requests and respond to calls for housekeeping problems.
- Perform all periodic tasks such as flipping mattresses, cleaning curtains, dusting lampshades, etc.

#### **Additional responsibilities**

- Replace and assist colleagues in Hotel and Lodge and other NDC business locations as required.
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### **QUALIFICATIONS**

- No formal education is required.

### **REQUIREMENTS**

- Fluency in Cree and English is required.
- Customer focused and service oriented
- Knowledge of cleaning products and equipment relevant to position
- Knowledge of basic safety precautions and standards
- Proven ability to be discreet and maintain confidentiality
- Work may require frequent moderate or considerable physical effort.
- Attendance may be required outside of regular work hours.

Please submit your resume and cover letter to:  
Human Resources  
[hr@nemaskadevelopment.ca](mailto:hr@nemaskadevelopment.ca)