

# Nishnawbe-Aski Legal Services Corporation

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April 7, 2022

Rhain Mainville  
C/o Nishnawbe-Aski Legal Services Corporation  
Thunder Bay, ON  
P7E 2R6

**Private and Confidential**

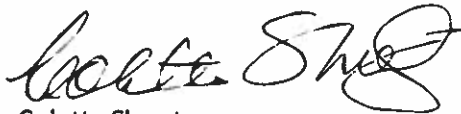
Dear Rhain:

We are very pleased to inform you that you have been approved for a salary increase of **\$7,000**. Your new annual salary will be **\$55,000**. This increase will be effective July 4, 2022.

This increase is based on your additional duties managing all NALSC properties and leases and will remain in effect as long as you continue to perform these additional duties. Should you stop performing these duties, your annual salary will be decreased by the \$7000 effective the date the duties stop.

Rhain, we appreciate and thank you for your continued dedication and hard work you do for NALSC.

Sincerely,



Colette Shwetz  
HR Manager

Cc: Finance Department

**Mailing Address:**

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# Nishnawbe-Aski Legal Services Corporation

## CUSTODIAL MAINTENANCE WORKER (CMW)

### Job Description

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**Title:** Custodial Maintenance Worker

**Dept.:** Administration

**Reports to:** HR Manager

**JD #:** Admin 0008

**Approved:**

**REVIEWED:** July 7, 2022

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### Summary

The Custodial Maintenance Worker (CMW) under the direction of the Human Resource Manager, is responsible for ensuring the safe and effective cleaning and maintenance of NALSC premises at the Thunder Bay Administration Office, at 100-1805 Arthur Street East. The incumbent will be required to perform duties such as floor washing, vacuuming, dusting and disinfecting, as well as moving furniture, removing trash, wall hangings and ordering supplies etc. The position will require sanitary, and proper disinfectant procedures are followed, as well as WHMIS and MSDS are maintained. The Custodian will be responsible for ensuring that all job duties are completed thoroughly, on time, and with minimal supervision.

### Core Competencies:

- Highly motivated and able to work independently.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Strong attention to detail.

### Job Duties

#### Entrances and Visitor Waiting Area and Reception

- Clean entrance areas, including visitor waiting area, reception area, lobbies, hallways and office areas, etc.
- Wipe down and disinfect entrance areas, entrance glass door areas and visitor waiting room and reception area chairs and tables, throughout the day hourly, as required.
- Vacuum floors and mats sweep and wash floors, scrub, damp mop, all floor areas and side boards, as required.
- Clean all thresholds and kick plates and exterior areas to entrances.
- Clean snow and ice from entrance doors and walkways (Brunswick Street Main Entrance and Backdoor Entrance) and apply sand/salt as required - i.e. where the Landlord Building Manager has not cleared in time for office opening at 9:00 a.m. (and notify the Landlord Building Manager by phone and report to HR Manager)

### Office Areas, Boardrooms and Circle Room

- Empty all waste receptacles/replace liners when soiled/wash receptacles on rotation.
- Empty recycling bins.
- Dust all flat surfaces i.e. desks (if cleared), tables, sills, filing cabinets, ledges, etc.
- Vacuum all carpeted areas/rugs
- Boardroom chairs and Circle Room chairs and furniture to be dusted, vacuumed, and wiped
- Ensure Boardroom and Circle Room are cleaned up after meetings/events.
- Dust all furniture and fixtures

### Washrooms

- Clean and disinfect washrooms including toilets, sinks mirrors and floors
- Replenish all paper products, napkins, and hand soap as needed
- Wash and disinfect all toilet bowls, seats, urinals, counters and sinks
- Wipe down all toilet partitions/wall dividers
- De-scale all urinals and toilet bowls as required.
- Spot clean all doors frames and glazed wall tile and light switches.
- Clean and polish all mirrors, shelves, counters, piping, dispensers, taps, etc.
- Remove trash

### Lunch Room

- Clean, wash, sweep, lunch room floor.
- Wipe down tables and chairs.
- Ensure sinks are emptied.
- Discard into garbage any food or drinks left in the fridge at end of the week.
- Wipe down and disinfect inside of the fridge at the end of the week.
- Empty garbage and Recycle box

### Maintenance

- Moving of furniture and equipment as required
- Hanging art work
- Office repairs/assembly of furniture and equipment
- Liaising with CE Renovations/Felice in regards to light fixtures, heat/cooling system, power outages, vent cleaning, major repairs such as toilet overflow, damaged windows, broken entrance doors etc.
- Preparation of other routine minor maintenance for office renovations such as picture nail site repairs and painting
- Purchasing of necessary tools and cleaning equipment as required

### Storage

- Lead person for storage unit
- Moving boxes/furniture to storage and retrieving from storage, as requested
- Ensuring storage unit is in orderly fashion.

### Other

- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Work with and understand a number of cleaning chemicals, ensuring the right products are being used for the right jobs
- Maintain an adequate supply of cleaning materials and supplies
- Purchase/restock materials and supplies as needed
- Ensure compliance with WHMIS and any other required legislation regarding chemical products such as MSDS.
- Arrange for scheduling of Enviro Shred and Recycling.
- Complete logbooks as necessary
- Complete required training, including any required health and safety training
- Disposal of garbage and oversized items to the Thunder Bay Landfill.
- Other duties as assigned

### Financial Responsibility and Decision Making:

- The Custodial Maintenance worker will be responsible for monitoring, maintaining cleaning supply levels, and purchasing of cleaning supplies and other supplies as approved by the Human Resource Manager.

## **Requirements**

- Flexible working hours
- High School Diploma/GED
- 1 - 3 years previous custodial/janitorial/cleaning and maintenance experience
- Physical ability to lift 50 pounds
- Must have WHMIS and Health and Safety Training
- Must have reliable vehicle

## **Reporting**

- The Custodian is under the day to day supervision of the Human Resource Manager and for overall performance.

## **Meetings, Training and Outreach**

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.

- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

### **File maintenance**

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

### **Building Maintenance**

- Directly monitor and maintain the Thunder Bay Offices (Arthur St. and Chapple Office)
- Address building issues raised by staff at the Timmins, Sioux Lookout, Kenora, and Red Lake offices.
- Work with the building property owners as the need arises

### **Lease Monitoring**

- Record, file and monitor all NALSC property leases.
- Ensure all property leases are up to date and renewed before the expiry date

### **Additional Duties and Responsibilities**

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

A handwritten signature in black ink, appearing to be "D. Smith", is located in the lower right quadrant of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.