

EMPLOYMENT OPPORTUNITY: PART TIME OVERNIGHT CARETAKER

A project of the Native Women's Shelter of Montreal, Miyoskamin is an innovative center and second-stage housing complex that provides comprehensive health care, social services, and access to justice services for Indigenous women, youth, and families. We are currently looking for a part time Overnight Caretaker to be on site overnight to provide janitorial services to the building as well as respond to emergencies should they arise.

POSITION TITLE:	Overnight Caretaker
TYPE OF POSITION:	Part-time, night shift
LOCATION:	757 rue des Seigneurs, Montréal QC
SALARY:	\$28/hour
SCHEDULE:	Night shift, Sunday & Monday, emergency on call
START DATE:	May 2024
PROBATION:	Three (3) month probation period, after which an evaluation will be conducted.
APPLICATION:	Please send a cover letter, your Curriculum Vitae and two letters of reference to admin@miyoskamin.com

Deadline to Apply: This position will be open until filled



The Overnight Caretaker is responsible for providing exceptional janitorial services during nighttime hours, ensuring the cleanliness and maintenance of the Miyoskamin building. Additionally, this role will provide a baseline level of security for the building by actively monitoring for any potential risks, responding to emergencies, and collaborating with emergency services when needed.

Duties and Responsibilities:

Janitorial Services:

- Perform regular cleaning and janitorial tasks throughout the premises, ensuring cleanliness and hygiene standards are met.
- Sweep, mop, and vacuum floors, and clean and sanitize surfaces in common areas, restrooms, and other designated spaces.
- Empty trash bins and dispose of waste properly.
- Monitor and replenish cleaning supplies as needed.
- Conduct periodic inspections to identify and report maintenance issues promptly.

Security:

- Maintain a presence on-site during overnight hours to deter unauthorized access and ensure the overall security of the building.
- Conduct routine security patrols of the premises to identify and address any potential security risks.
- Respond promptly to alarms and emergency situations, taking appropriate action to mitigate risks and ensure the safety of the property and its occupants.
- Be available and responsive to situations, including but not limited to fire alarms, medical incidents, or any unexpected events.
- When needed, collaborate with emergency services and provide assistance as necessary.

Communication:

- Maintain clear and effective communication with other staff members, updating them on any security or maintenance issues.
- Provide concise and accurate reports on maintenance needs, nightly activities, incidents and actions taken for future reference.
- Collaborate with the daytime staff to ensure a smooth transition between shifts.
- Report any malfunctioning equipment to the appropriate person



Qualifications and Skills:

- Highschool diploma or equivalent
- Previous experience in janitorial services and/or security roles preferred
- Strong attention to detail and the ability to work independently
- Bilingual (English & French)
- Comfortability being the only staff on site overnight
- Excellent communication and interpersonal skills
- Experience in de-escalation is preferred
- Ability to handle emergency situations calmly and effectively

Deadline to Apply: This position will be open until filled.

**The NWSM encourages and prioritizes applications from Indigenous candidates.*

