

MAINTENANCE/ CUSTODIAN ASSISTANT

SUMMER STUDENT POSITIONS (40 hours/week)

Atikokan and Fort Frances, ON



DISTRICT OF RAINY RIVER
SERVICES BOARD

JOB OPPORTUNITY

The District of Rainy River Services Board (DRRSB) is accepting applications from qualifying post-secondary students to work for the 2025 summer season, as follows:

Maintenance/Custodian Assistant:

- Atikokan (40 hours per week)
- Fort Frances (40 hours per week)

The Maintenance/Custodian Assistant is responsible for performing custodial duties, painting, minor maintenance and repair, move-out work, general security, and fire alarm monitoring. Additional duties include grounds-keeping such as cutting grass, trimming hedges, raking, edging, planting, weeding, cultivating and watering flowers. Work is primarily performed outdoors and includes the use and operation of small equipment.

Students must be enrolled at an accredited post-secondary institution (college, university or other accredited institution). High School students may be considered for a summer student position, however, preference will be given to post-secondary students.

Students must also provide the satisfactory outcome of a Criminal Reference Check as a condition of employment at your own cost.

All incumbents must work in a safe manner and adhere to all occupational health and safety requirements. The hours of operation are Monday to Friday day shift for an anticipated duration of approximately sixteen (16) weeks. Rate of pay is \$19.00 per hour plus 4% vacation pay.

Deadline for Application Packages: Friday, April 25, 2025 at 4:00 p.m. (CST)

You are invited to submit your completed Application Package by email, mail, or in person to the DRRSB main office. Please address your correspondence to:

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
District of Rainy River Services Board
450 Scott Street Fort Frances, ON P9A 1H2

Competition #HR-10-2025-MAINT-SS

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or emailed to: joanne.spence@rrdssab.ca

SUMMER STUDENT APPLICATION FORM

Maintenance/Custodian Assistant

Your Application Package must contain:

- Application Form (with three work-related References)
- Cover letter
- Resume

Incomplete or late applications may not be accepted.

First Name:		Last Name:	
Mailing Address:		Town/City:	
Postal Code:		Educational Institute/Field of Study:	
Email Address:	Cell Phone:	Alternative Phone Number:	
Reference 1:	Phone #:		
Reference 2:	Phone #:		
Reference 3:	Phone #:		
Earliest Available Start Date:	List dates you may be unavailable to work:		
Last Date Available For Work:	May: _____		
	June: _____		
	July: _____		
	Aug: _____		
	Sept: _____		
Which LOCATION are you applying for:		Driver's License Information:	
<input type="checkbox"/> Atikokan, Maintenance/Custodian (SS)		Class of License: _____	
<input type="checkbox"/> Fort Frances, Maintenance/Custodian (SS)		License Restrictions: _____	
		I have a Reliable Ride: _____	
I am legally entitled to work in Canada: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I have completed two (2) consecutive semesters of full-time studies ending spring, 2025: <input type="checkbox"/> Yes <input type="checkbox"/> No		I have registered for two (2) consecutive semesters of post-secondary studies beginning in September of 2025: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I hereby declare that the above information is true and correct. I understand that wilful dishonesty may result in the refusal of this application, the termination of my employment, and/or the refusal of future employment reference requests.			
Signature:		Date:	

Return this completed Application, Cover Letter, and Resume to:

Joanne Spence, Human Resources Officer, PRIVATE AND CONFIDENTIAL
District of Rainy River Services Board, 450 Scott Street, Fort Frances, ON P9A 1H2
joanne.spence@rrdssab.ca or fax to: (807) 274-5729