



# Mahingan Development Corporation

Hunter's Point, P.O. Box 998  
Temiscaming, Quebec J0Z 3R0  
Tel: 819-627-3628

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Seasonal Care Taker – Full Time

**BUSINESS NAME:** Camp La Lucarne  
Laniel, Quebec

**JOB SUMMARY:** The Caretaker will provide quality customer service to all visitors and customers. He/she will be responsible for the timely upkeep and maintenance of all assets (equipment, buildings and grounds).

### **DUTIES AND RESPONSIBILITIES:**

- Promote Health and Safety on the premises for all customers
- Greet everyone in a friendly manner
- Coordinate the arrival and departure of customers with manager
- Execute the maintenance plan of buildings and equipment
- Perform the needed repairs immediately
- Maintain cleanliness of the grounds
- Ensure all cabins have been cleaned and have the required items for customers.
- Other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- High School Diploma
- Valid Driver's License
- Must be independent and trustworthy
- Experience in building maintenance, grounds maintenance and mechanics.
- Experience in customer service
- Knowledge of the area
- Knowledge of basic computer skills
- Strong problem-solving abilities and a multitasker
- Strong communication skills in English and French would be an asset.

**WORKING CONDITIONS:** During the contractual period, the employee will be furnished with room and board at Camp La Lucarne. Required to work outside and occasionally in bad weather. The working hours of 35 hours a week can sometimes extend beyond a regular work day.

**SALARY:** Commensurate to experience – to be determined upon hiring

**CLOSING DATE:** March 18, 2022 @ 12:00 p.m.

Please send a covering letter along with your resume and 2 employment references to:

Att: Martha Polson, Band Manager  
[http://marthapolson@wolflakefirstnation.com](mailto:marthapolson@wolflakefirstnation.com)

Wolf Lake First Nation  
P.O. Box 998  
Temiscaming, QC, J0Z3R0  
Phone (819) 627-3628

Thank you to all who apply; however, only those selected for an interview will be contacted.