



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

Custodian Position – Chief & Council Office, Administration & Finance and Housing Office(s)

JOB SUMMARY:

The Custodian is responsible for performing custodial duties, general care and cleanliness for the Chief & Council Office, Administration & Finance, Housing office(s). The Custodian reports to the Housing and Public Works manager.

DUTIES AND RESPONSIBILITIES:

Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner

Duties:

- Clean offices, meeting chambers, board rooms and facilities
- Mop tile and concrete floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers, and fixtures
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Clean entrance and exit including glass, doors and hardware
- Keep outside area exit and entrance clear of snow, cans, paper, etc.
- Wash all finger marks from walls, doors, hardware and glass
- Perform and/or report minor maintenance repairs
- Clean kitchen sinks and counters and microwaves
- Report damages and acts of vandalism
- Spot clean walls in high traffic areas
- Able to lift heavy objects and moving medium weight cleaning equipment
- Perform other tasks as directed

Maintain storage areas and ensure cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public. If supplies are needed advise supervisor or give a list to the person who orders supplies.

QUALIFICATIONS:

- Grade Twelve Diploma or equivalent work experience
- Be physically fit
- Must be able to work flexible work schedule in evenings and weekends
- Must be friendly, dependable and exhibits a professional demeanor
- Valid driver's license and reliable vehicle
- Knowledge of standard cleaning procedures, chemicals, and equipment
- Knowledge of Workplace Hazardous Materials Information System
- Must be flexible and able to work well independently and with a team
- Must be able to obtain and maintain a CPIC security clearance.

Application Deadline: October 30, 2020

Please send your resume and cover letter, with three (3) references to:

Human Resources, Ochapowace Nation

mel.bear@ochapowace.ca

Phone: (306) 696-3015

Fax; (306) 696-3018

Only those selected for interviews will be contacted.