



# OCHAPOWACE

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

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## HEADSTART/DAYCARE, MINI MALL CUSTODIAN

### Purpose of the position:

The Headstart/Daycare and Mini Mart Custodian reports to the Headstart/Daycare Co-ordinator, and is responsible for the general care and cleanliness of the Headstart/Daycare & Mini Mall.

### Main Duties:

- Dust, mop and clean all floors.
- Dust and clean all ledges, shelves, vents and windowsills.
- Clean and disinfect all toilets and sinks.
- Remove and dispose all garbage, litter and refuse.
- Vacuum all carpets, rugs and mats.
- Clean all walls, doors, glass and windows.
- Clean oven, microwave and other food/beverage equipment.
- Refill bathroom supplies.
- Ensure exits are free of obstructions.
- Report plumbing, electrical and heating problems to maintenance.
- Perform other tasks as directed.
- Establish work priorities and ensure proper procedures are followed.

### Requirements:

- Grade Twelve Diploma or equivalent or related training is an asset.
- Related experience is an asset.
- Must be friendly, dependable and exhibits a professional demeanor.
- Valid Driver's License is an asset.
- Must be flexible and able to work well independently and with a team.
- WHMIS and First Aid CPR training is an asset.
- Knowledge about Ochapowace First Nation, and First Nation culture and traditions.
- Criminal Record Check/Vulnerable Sector Check and prohibited drug test.

**Application Deadline: August 12, 2020**

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

Human Resource Manager, Ochapowace Nation

[debbie.pelletier@ochapowace.ca](mailto:debbie.pelletier@ochapowace.ca)

Phone: (306) 696-3015

Fax: (306) 696-2426

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Only those selected for interviews will be contacted.