



JOB OPPORTUNITY

Box 550 Whitewood, SK S0G 5C0 (phone) 306.696.2425 (fax) 306.696.2426

Housing & Public Works

Ochapowace Nation - Job Posting

Position: CUSTODIAN

Status: Permanent/Part-time

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: Offices, Washrooms & Boardrooms

- Clean all offices which include dusting and polishing furniture, vacuuming, sweeping, mopping, and to maintain all office windows.
- Remove garbage and recycling from the centralized areas. which includes washing walls, stairs, ceilings, and floors.
- Clean pails and replenishing supplies.
- Dispose of all garbage and recycling following proper procedures
- Disinfect all washrooms, clean all mirrors, and replenish supplies. (Soaps, paper towels, hand cream, etc.)
- Clean and Remove Garbage and recycling materials as needed. Maintain coffee brewers and wash dishes/cups as required.
- Perform other tasks as directed.

QUALIFICATIONS:

- Grade Twelve Diploma or equivalent work experience.
- Be physically fit.
- Must be reliable, responsible, and confidential.
- Provide a criminal record and drug screen.
- Class 5 Drivers License and reliable transportation

***Selection Process:** Candidates will be selected for this position based on their skill, ability, experience, and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.*

Application Deadline: August 8th, 2024 @ 4:30 p.m.

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

HR@ochapowace.ca