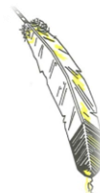




JOB OPPORTUNITY



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

HEALTH AND HUMAN SERVICES BUILDING

Ochapowace Nation – Job Posting

Selection Process: 26-04-HEALTH-Janitor-Temp (PT)

Position: JANITOR

Status: TEMPORARY, PART-TIME

JOB SUMMARY

Under the supervision and direction of the Human Services Manager, the Janitor is responsible for keeping the offices, room and building in a clean and orderly condition. This includes notifying the supervisor of the need for repairs/maintenance. The hours of work are 4:00pm-8:00pm, Monday to Friday.

DUTIES AND RESPONSIBILITIES

- Performs general clean-up of all offices, halls, boardrooms, bathrooms, lunchroom and rooms within the building
- Sweeps, dust, mops and cleans all floors
- Dust, clean all ledges, shelves, vents and windowsills
- Clean and disinfect toilets and sinks
- Remove and dispose of all trash (garbage), litter and refuse
- Vacuum all carpets, rugs and mats
- Clean and wash walls, doors, windows and glass
- Clean oven, microwave, and other food/beverage equipment
- Clean bathrooms and refill necessary supplies
- Ensure exits are free of obstructions
- Lock doors, turn lights off/on, ensure alarms are turned on upon departure
- Perform other janitorial tasks as directed by Supervisor

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Grade 12 diploma or equivalent, or related training experience
- Minimum 1 year experience in the janitorial/custodian field
- Must be friendly, dependable and exhibit professional demeanor
- Highly motivated and able to work independently
- Must work productively, cooperatively, and with a sense of satisfaction in the work.
- Ability to multitask and establish priorities
- Physical ability to lift cleaning equipment
- WHMIS and First Aid CPR an asset
- Knowledge of Ochapowace Nation Culture and traditions

CONDITIONS OF EMPLOYMENT

- Possess a valid driver's license along with a current driver's abstract
- Must have a clear criminal record check and submit and maintain a prohibited drug screen

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. *Only those selected for interviews will be contacted. Preference will be given to Ochapowace Nation Members.*

Application Deadline: 4:30pm May 8th, 2026

Please send your cover letter and resume, with three (3) global references and a current driver's abstract and criminal record check to: staffing.hr@ochapowace.ca