

CUSTODIAN – CASUAL – VARIOUS LOCATIONS

Type of Position: Casual

Closing date: June 24, 2022

About the Position

Reporting to the Principal, the Custodian is responsible for maintaining the cleanliness of various Gitsegukla buildings and entities, including but not limited to, the Headstart daycare, the gymnasium bathrooms and entrance(s), and the Band Office. The Custodian also services outdoor walks and grounds, maintains heating, lighting and alarm systems, hauls and stores supplies; and performs other duties as assigned.

The Custodian reports to the Band Manager and may take direction from any of the building or entity managers where work is to be performed.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

Duties and Responsibilities

Cleaning

- Clean and maintains the school and Headstart building, as per the established schedule, by:
 - Sweeping, dusting, and washing floors.
 - Washing windows and walls.
 - Cleaning washrooms (stalls, doors, sinks, toilets).
 - Disposing of garbage.
 - Making minor repairs and replacing defective or broken items.
 - Calling in specialized workmen when necessary.
 - Washing chairs, tables, garbage cans, or recycle bins.

Grounds and Building

- Conduct daily general maintenance checks of the Gitsegukla Headstart Program grounds, play area and playground equipment, removing and documenting dirty and dangerous objects.
- Weekly checking and cleaning all grounds around the Gitsegukla Headstart Program building and parking lot.
- During Spring, Summer, and Fall, document and report on clogged drains, needed repairs on the exterior of the building, and general groundskeeping needs including parking lot maintenance such as mowing grass, maintaining flower beds, sweeping walks and pavement, and collecting garbage.

School Bus and Van

- Clean and disinfect school bus or van, as per the established schedule, by:
 - Sweeping, dusting, and washing/disinfecting floors.
 - Washing windows and walls.
 - Disposing of garbage.
 - Washing or disinfecting seats and garbage cans.

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242 HARGRAVE STREET, SUITE 1200, WINNIPEG MB, R3C 0T8

1.877.500.0795 T: 204.775.4531 F: 204.783.8329 MNP.ca

- Vacuuming rugs.

Gymnasium

- Clean and maintain gymnasium, as per the established schedule, by:
 - Sweeping, and washing bathroom floors.
 - Cleaning washrooms (stalls, doors, sinks, toilets).
 - Sweeping and washing entrance(s).
 - Taking down tables and putting chairs away and rolling up mats.

Other Duties

- Perform other duties such as hauling, ordering and storing supplies, providing custodial care of buildings, and moving furniture.
- Complete timesheets accurately and in a timely matter.
- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Band Manager, Chief Administrative Officer, or manager of the building or entity where work is to be performed.

Other Requirements

- Must review and follow all Gitsegukla Policies and Procedures.
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

Knowledge, Skills, and Abilities

- Familiarity with safety procedures including ordering and using of routine cleaning chemicals and or solutions.
- Familiarity with procedures related to sanitation and health standards.
- Good verbal and written communication skills.

Experience and Education Requirements

- WHMIS certification (or in process of attaining).
- Possess Building Service Level One (or are in the process of attaining).
- Have at least 2 years of work experience in a private or commercial childcare setting.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at gitseguklacao@mnp.ca.

Applications are assessed as they are received therefore early application is recommended.

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Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.