EMPLOYMENT OPPORTUNITY

COMMERCIAL CLEANING/JANITORIAL SERVICES

CUSTODIAN

(CASUAL)

The Whitecap Dakota First Nation is seeking a Community member to perform the services of Custodian on a call-in basis (casual). Whitecap will provide all cleaning equipment and supplies. Training will be provided.

Reporting to the Director of Housing & Public Works, the Custodian will:

- Provide cleaning services for any of the following facilities: Government Office, Business Centre, Fitness Centre, Housing and Public Works, Elementary School and Health Centre.
- Perform a range of duties and responsibilities including but not limited to the following:
  - Clean offices, classrooms, school gymnasium, washrooms and common areas (e.g. dust, vacuum, sweep and wash floors, disinfect surfaces, wash walls and windows, wax floors, wash dishes and/or load dishwashers and garbage disposal);
  - Move heavy furniture to ensure hard to reach places are properly cleaned;
  - Clean facilities after events such as meetings and banquets;
  - Take stock of cleaning and sanitizing supplies and manage inventory;
  - Secure and arm facilities according to schedules
- Follow Whitecap Employee policies, procedures and guidelines;
- Be responsible to report any maintenance issues to supervisor; and
- Any other related duties that may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of sanitation principles, cleaning equipment operation and cleaning chemical usage (i.e. WHMIS);
- Ability to do heavy lifting and continuous physical work of varying difficulty; and
- Must have the ability to work well with people and work with minimal supervision.

The successful candidate shall be subject to a Criminal Record Check with Vulnerable Sector Search as a condition of employment.

APPLICATION PROCESS:

- Submit application by email to: employment@whitecapdakota.com

You will receive an automatic reply acknowledging receipt of your application.

- Or, send application by mail or fax to:

Whitecap Dakota First Nation
Human Resources
182 Chief Whitecap Trail
Whitecap SK S7K 2L2

Fax: (306) 374-5899

APPLY BY: Tuesday, February 19, 2019 at 4:30 p.m.

We thank all applicants and wish to advise that only those individuals who have been selected for an interview will be contacted.