



**Career Opportunity**  
Lead Custodian- Band Offices  
**(1 year term)**

**Closing:**  
October 4, 2024

**Anticipated Start Date:**  
Immediate

**Salary Range:**  
\$31,500.00 to \$33,500.00 annually

**General Description:**

Under the direction of the Director of Administration, the Custodian will be responsible for the daily upkeep of the Sipekne'katik Administration Building. This position will, at times, be required to provide custodial services to other Administration buildings.

**Responsibilities:**

- Sweep, mop, and vacuum, scrub and wax hallways, floors and stairs
- Clean and disinfect washrooms and fixtures, re-stock materials in washrooms
- Empty trash receptacles
- Disinfecting surfaces, including desktops and shelves
- Clean and maintain Council Chambers, meeting spaces and training rooms
- Clean snow and ice from walkways and parking areas
- Wash windows, interior walls and ceilings
- Create and maintain cleaning schedules and records
- Train and supervise staff
- Maintain a stocked inventory of cleaning products and repair tools
- Move heavy furniture, equipment and supplies
- Perform minor maintenance tasks on fixtures, furniture, and equipment
- Oversee the maintenance of cleaning equipment
- Collaborate with other repair people and cleaning services

**Qualifications and Experience/Skills:**

- High school diploma or equivalent
- 1-year supervisory experience preferred
- Knowledge of different cleaning supplies and tools and awareness of safety procedures
- Ability to perform a wide variety of basic repairs



- Ability to work under pressure
- Willingness to adapt to changing maintenance and cleaning needs
- Physical ability to lift at least 50 pounds and to remain standing for most of your shift
- Ability to prioritize, organize and self-manage
- Excellent verbal and written communication skills
- Familiar with Email and Microsoft Office (Word, PowerPoint, Excel)
- Experience working in a First Nations Community is preferred
- Must have a valid driver's license & reliable vehicle with automobile insurance
- A criminal records check is required

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

***Only those applicants who qualify for an interview will be contacted.***