



Career Opportunity
Custodian
(Full-time Permanent)

Closing:
January 24, 2025

Anticipated Start Date:
Immediate

Salary Range:
\$31,500 - \$33,500 annually

General Description:

Under the direction of the Director of Early Childhood Education, the custodian is responsible for the day-to-day upkeep of the ASHOR and K4 building.

Responsibilities:

- Remove trash from wastebaskets, floors, etc. Prepare and place for collection.
- Dust or wipe clean, desktops, tabletops, office equipment, furniture, ledges, sills, stair rails and other dust-collecting items.
- Sweep or dust mop floors in all areas. Move items to allow for thorough cleaning.
- Sweep clean and wet mop.
- Wash and sanitize all toilets and urinals. This is a priority and should be completed at the beginning of every shift and periodically throughout the shift, particularly after lunch and recesses and as directed by the Director.
- Wash and wipe dry all countertops, sinks, mirrors and dispensers.
- Wet mop floors with bacteria-fighting cleaning agent and rinse thoroughly.
- Clean kitchen, coffee pots and ensure the area is clean this may include doing dishes and silverware.
- Fill all paper and soap dispenser units.
- Empty disposal bins and replace bag liners as necessary.
- Clean up around building exterior and near all building entrances.
- Replace lighting tubes or bulbs in interior fixtures, as required.
- Take all reasonable steps to ensure the safety of the occupants and users of the facility at all times. If a safety hazard is noted, secure the area against entry until safe conditions have been restored.
- Exercise care not to damage or disturb the work or activities of the building occupants while performing duties.



- Learn, understand and follow the manufacturer's recommended procedures as contained in the operation and maintenance manuals and product literature for all installed materials and equipment in the facility.
- Maintain the janitorial closet, janitorial supplies and all tools of the job in a clean and orderly fashion.

Qualifications and Experience/Skills:

- Must be physically able to perform duties
- Possess the knowledge and ability to apply modern cleaning methods and practices with minimal supervision
- Hold valid WHMIS and OH&H (Occupational Health and Hazard)
- Must be motivated, independent, and able to work with a team
- Must be dependable & trustworthy; reliable, responsible and able to work flexible hours
- Comfortable 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 Child Abuse Registry and criminal records check is required.

Benefits:

This position comes with a variety of benefits including Sick and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

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

Human Resources Department

Email 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.