



Career Opportunity

Evening Custodian

L'nu Sipuk Kina'muokuom (LSK) School

(Full-time Permanent)

Closing:

January 24, 2025

Anticipated Start Date:

Immediate

Salary Range:

\$31,500 - \$33,500 Annually

(Based on Qualifications and Experience)

General Description:

Reporting to the Principal, the evening custodian is accountable for performing general janitorial work and maintenance of the building and its systems. This position ensures that all areas of the school are properly cleaned and sanitized, restocked with necessary supplies, and ready for the following day's activities. The custodian will also perform minor maintenance tasks and assist with any special cleaning or setup requests from staff or administrators.

Responsibilities:

Cleaning Duties:

- Sweep, mop, vacuum, and buff floors in classrooms, hallways, offices, bathrooms, and common areas.
- Clean and disinfect restrooms, including toilets, sinks, mirrors, and floors, ensuring sufficient supplies (toilet paper, soap, etc.).
- Dust furniture, windowsills, and fixtures in classrooms and offices.
- Empty trash and recycling bins, and replace liners as needed.
- Clean windows, doors, and walls when required.
- Clean and sanitize high-touch surfaces, such as doorknobs, light switches, and handrails.

Floor Care:

- Clean and polish floors in classrooms, corridors, and other areas.
- Handle basic floor care, including spot cleaning carpets and rugs and maintaining floor tiles and grout.

Maintenance Tasks:

- Report any maintenance issues (e.g., broken fixtures, leaking faucets) to the appropriate authority.
- Assist in basic repairs like replacing light bulbs or unclogging drains.
- Set up and break down areas for evening events or activities, such as meetings or sports events.

Supply Management:

- Ensure that cleaning supplies are stocked and properly stored.
- Monitor inventory of cleaning products and request replenishments when needed.



- Safely handle and store all cleaning chemicals and equipment.

Safety and Security:

- Follow all safety protocols when using cleaning equipment and chemicals.
- Ensure that all exits and entrances are properly secured at the end of the shift.
- Address any safety hazards, such as wet floors or broken equipment, by promptly placing warning signs and reporting issues.

Collaboration:

- Work closely with other school staff, including custodians, administration, and security, to ensure cleanliness and order throughout the school.
- Respond to urgent cleaning or maintenance requests from staff or administration.
- Communicate with supervisors regarding any issues that need attention during the evening hours.

Special Cleaning Tasks:

- Assist with deep cleaning or seasonal tasks, such as cleaning windows or preparing rooms for special events.
- Occasionally assist with moving furniture or equipment as needed for school functions.

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 Personal 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.