



## EMPLOYMENT OPPORTUNITY MAINTENANCE AND CUSTODIAN

<b>POSITION TITLE</b>	Maintenance and Custodian
<b>OPERATION</b>	Weliankweyasimk Women's Shelter
<b>SALARY</b>	depending on qualifications and experience
<b>TERM</b>	Permanent/Part-Time/20 hours per week
<b>LOCATION</b>	Halifax Nova Scotia
<b>ESTIMATED START DATE</b>	July 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponghook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

Wasoqopa'q First Nation owns and operates the Weliankweyasimk Women's Shelter, an Indigenous Women's Shelter dedicated to providing a safe and supportive environment for Indigenous women and children who have experienced family violence. The facility operates with 24-hour staffing, a 24-hour crisis line, supportive counselling, programming and assistance in navigating external programming, services and systems. The team of the Weliankweyasimk Women's Shelter provide a holistic and client-centered approach to programs and services that are culturally grounded, built upon Indigenous culture, traditions and healing practices, that encourages healing, empowerment, growth and increased overall well-being for Indigenous women and children in maintaining a healthy, violence free lifestyle.

### POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Maintenance and Custodian worker, reporting to the Executive Director, responsible for performing minor maintenance and custodial duties for the Weliankweyasimk Women's Shelter, providing a healthy, safe, and sanitary environment for Indigenous women, children, youth and employees. The level of effort in conducting duties may vary depending upon the daily activities, programs and services occurring within the Shelter.

### ESSENTIAL FUNCTIONS AND DUTIES

- Cleans and disinfects empty rooms, hallways, lobbies, restrooms, corridors, and other work and common areas in accordance with health and safety standards
- Cleans rugs, carpets, upholstered furniture, and or draperies, using vacuum cleaners and or shampooers
- Sweeps, scrubs, waxes, and or polishes floors, using brooms & mops
- Dusts cleans, polishes and sanitizes all furniture, equipment, counter tops, window ledges, benches and horizontal surfaces in offices, kitchens and common areas



- Disinfects and sanitizes all hard surfaces especially high touch items such as all door handles and keypads, light switch plates, handles and faucets in the main areas
- Cleans all glass surfaces, including windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- Washes windows, walls, ceilings, and woodwork, waxing and polishing as necessary
- Spot cleans, washing all finger marks from walls, doors, hardware and interior glass
- Washes and disinfects shelter washrooms and floors, toilet and or urinals, sinks, counters, mirrors, and fixtures etc.
- Ensures paper and soap dispensers maintain functionality and are well-stocked
- Spot cleans and vacuums mats and carpets
- Empties all waste baskets, recycling, compost and garbage bins, transporting to disposal areas
- Reports repairs that need to be completed in an effort to maintain the building
- Keeps the custodian room, storage areas and carts clean and organized
- Performs exterior grounds duties such as cleaning ground, paved and grassy areas of debris, snow removal on sidewalks and main entrances and exists, salting and or sanding as required
- Addresses, with the Executive Director, costs associated with broken equipment damages and or vandalism
- Maintains strict confidentiality and professional boundaries with all clients and employees
- Participates in team meetings and communications that support the operations of the Weliankweyasimk Women's Shelter

#### **HEALTH AND SAFETY**

- Respects a workplace culture that takes responsibility for Health and Safety
- Ensures the Shelter is safe and secure from break-ins, fire and other hazards or potential dangers
- Maintains adherence and supports compliance of all Health and Safety regulations, including the safety of all clients, employees and visitors
- Maintains and participates in all Health and Safety training, in accordance with the requirements of the position
- Adheres to all Wasoqopa'q First Nation (WFN) Policies, Procedures and Weliankweyasimk Women's Shelter procedures, as required
- Other duties, training and activities related to support the operational needs of the Weliankweyasimk Women's Shelter, as required

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#### **QUALIFICATIONS**

- Highschool Diploma and or equivalent
- At least 1-year experience in custodial, building maintenance or as a general labourer
- Knowledge and experience working in a Mi'kmaw and or Indigenous communities
- A valid driver's license is required, as is access to a vehicle
- Mental Health First Aid, First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal record and vulnerable sector check upon hiring
- Child Abuse Registry Check upon hiring and renewal every two years

#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Demonstrated knowledge and cultural sensitivity, in understanding and respecting diverse backgrounds and lifestyles
- Good organization and time management skills
- Demonstrated keen listening and observational ability
- Good decision-making abilities
- Good interpersonal skills



- Good oral and written communication skills
- Strong physical condition with the ability to carry heavy objects
- Demonstrated ability to work as a leader or independently
- Demonstrated adherence to integrity and sincerity
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur on a part-time basis, Monday to Friday, 20 hours per week
- A great deal of time is spent working indoors in well maintained environment
- Frequently, it is required to work with dangerous and toxic cleaning products that can give off unpleasant odours and be very harmful (causing injury, sickness, and/or skin irritation and rashes) if not properly used
- The job is physically demanding, requiring standing, walking, lifting heavy objects, operating cleaning equipment, sweeping and mopping floors, and moving furniture
- Occasionally, it is required to lift, carry, and manage equipment and supplies up to and in excess of 50 lb

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote #CUSTODIAN on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

#### **DEADLINE TO APPLY**

**Deadline to Apply: May 30, 2025**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***