SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 2H0
Tel: 902.758.2049
Fax: 902.758.2017

Career Opportunity
Custodian (Band Offices)
(Full-time, Term)

Closing:
November 20, 2026

Anticipated Start Date:
As Soon As Possible

Salary:
$39,457.60 Annually

General Description
Reporting to the Lead Custodian, the Custodian is responsible for maintaining a clean, safe, and welcoming environment by performing routine and specialized cleaning, maintenance, and facility support duties. The position ensures that buildings, grounds, equipment, and supplies are properly maintained to support daily operations and meet established health, safety, and cleanliness standards.

Responsibilities
Cleaning, Sanitation, and Facility Upkeep 70%

- Sweep, mop, vacuum, and disinfect floors and surfaces.
- Clean washrooms, restock supplies, and ensure sanitation standards.
- Empty garbage and recycling bins.
- Clean windows, doors, and high touch surfaces.
- Maintain cleanliness of entrances, hallways, and common areas.

Building Maintenance and Grounds Support 20%

- Perform minor repairs (light bulbs, door adjustments, etc.)
- Report maintenance issues to the Lead Custodian.
- Assist with snow removal, salting sidewalks, and seasonal grounds tasks.
- Maintain outdoor area such as steps, ramps and entryways.

Safety Compliance and Emergency Support 10%

- Follow all safety procedures and PPE requirements.
- Identify hazards and report them immediately.
- Ensure cleaning chemicals are stored and used properly
- Support emergency response procedures when required.

Qualifications and Experience/Skills

- Completion of Grade 12 or equivalent.

- Minimum 1 year experience.
- Knowledge of general cleaning practices, sanitation standards, and safe handling of cleaning chemicals.
- Ability to operate custodial equipment safely and effectively.
- Ability to prioritize tasks and manage time effectively.
- Strong verbal and written communication skills.
- Reliable, punctual and able to work independently with minimal supervision.
- Professional and calm demeaner with ability to respect the confidentiality of others.
- Ability to lead by example in maintaining a positive attitude and friendly demeanor.
- Knowledge of and/or experience working in an Indigenous and/or First Nation communities/organizations is an asset.
- Must have access to reliable transportation.
- A Criminal Record and Child Abuse Registry check is required.

Working Conditions

- 5 days per week, Monday to Friday 8:00am to 4:00pm daily, 35 hours weekly

Benefits

This position comes with a variety of benefits including Vacation, 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 2H0

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.