



# WHITECAP DAKOTA NATION

## EMPLOYMENT OPPORTUNITY

### CUSTODIAN – CHARLES RED HAWK ELEMENTARY SCHOOL

*We are a modern and progressive Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota Nation is all about!*

#### **POSITION SUMMARY**

Our Custodian generally handles any of the necessary cleaning that needs to be done at Charles Red Hawk Elementary School (CRHES). They may also be required to handle light maintenance or repairs and should have some experience in this area. Custodians handle biohazardous cleaning or chemical cleaning agents daily. The CRHES Wellbeing Custodian may also support the cleaning of the CRHES School bus and supporting vehicles.

#### **DUTIES AND RESPONSIBILITIES**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota Nation (WDN) and reporting to the Principal of Charles Red Hawk Elementary and the Director of Self-Government, the Employee will:

- support all safe work practices;
- attend and successfully complete all OH&S training as required / requested;
- follow WHMIS Guidelines and best practices;
- act as a safety leader, championing all safe work initiatives and programs;
- provide daily, weekly, and monthly cleaning services for the Charles Red Hawk Elementary School;
- clean building floors by sweeping mopping, scrubbing, or vacuuming. Following the use of chemical cleaners and power equipment to prevent damage to floors while ensuring sanitization and cleanliness levels meet WDN standards;
- clean windows, glass, partitions, and mirrors using appropriate cleaners, chemicals, and tools;
- clean, dust, and polish furniture, walls, equipment, and machines as required;
- mix cleaning solutions and products according to manufacturer guidelines and safe practices;
- set up, arrange, move, and arrange furniture and return to original locations as required for special events;
- perform light grounds maintenance such as snow removal and sidewalk clearing;
- gather and empty trash and recycling receptacles daily as required;
- provide sanitation and cleaning services as per the established daily, weekly, and monthly cleaning schedule focusing on public areas;

- provide cleaning maintenance services as per the established daily, weekly and monthly task schedule such as maintaining all exterior walkways, high traffic areas and ensure that public areas are kept safe and in good condition;
- ensure safety during inclement weather by shoveling, salting, and providing slip protection on wet floors;
- take stock of cleaning and sanitizing supplies and submit orders as required to ensure adequate levels of inventory;
- submit service requests for matters relating to plumbing, mechanical equipment and/or major building maintenance;
- secure and arm building alarms according to schedule and activate alarm system at end of shifts;
- maintain outside areas of public entrances and accesses to ensure they are clear of debris, garbage and, when required, light snow removal; and,
- perform other duties as assigned.

### **Education and Experience Requirements**

- Must possess a valid Class 5 Saskatchewan Driver’s license and a reliable vehicle.
- Capacity to read and understand procedures and operations manuals.
- Must have a minimum of three years custodian or maintenance experience.
- Must be able to work irregular hours including evenings, nights, weekends, and holidays.
- Knowledge and application of sanitation principles in educational and healthcare facilities, cleaning equipment operation and cleaning chemical usage (e.g., WHMIS training, dangerous goods transportation).
- Must have First Aid and CPR.
- Ability to do heavy lifting and continuous physical work of varying difficulty.
- Must have the ability to work well with people and work with minimal supervision.

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

### **SALARY AND BENEFITS**

- Competitive salary based on qualifications and experience.
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.

## **APPLICATION PROCESS**

Submit cover letter and resume by email to:  
 mstdenys@whitecapdakota.com.

**APPLICATION DEADLINE – January 22, 2024**

**EMPLOYMENT TYPE: Fulltime, TERM**