



WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY

CASUAL CUSTODIAN

The Whitecap Dakota First Nation (WDFN) is seeking interested candidates to join our **Casual Custodian call list**. This is a casual position employment is based on a “as-required” basis. Successful candidates could be asked to perform custodial duties in WDFN Public Works, Whitecap Early Learning Centre, Whitecap Health Centre, or the Charles Red Hawk Elementary School.

POSITION SUMMARY

A Custodian generally handles any of the necessary cleaning that needs to be done at any given property. Custodians may also handle light maintenance or repairs, such as fixing slightly damaged areas. In some cases, Custodians may handle biohazardous cleaning or chemical cleaning agents.

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 First Nation and reporting to the Director of Housing & Public Works, the Employee will:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Follow the use of chemical cleaners and power equipment to prevent damage to floors while ensuring sanitization and cleanliness levels meet WDFN 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 gardening, 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 – exam rooms, classrooms, staff rooms, conference rooms, reception areas, hallways, and high traffic areas
- Provide maintenance services as per the established daily, weekly and monthly maintenance schedule such as maintain 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, 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 according to schedule and activate alarm system at end of shifts
- Accepts and responds to customer inquiries and complaints, dealing with all contacts in a courteous, friendly, and efficient manner to promote a high standard of customer care and service





WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY

CASUAL CUSTODIAN

- Wear Proper PPE (Personal Protective Equipment) while performing specific duties identified by the Whitecap Safety Committee, and employees will be expected follow WHMIS Guidelines and best practices
- 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 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.

EMPLOYMENT TYPE: CASUAL (As required)

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:

employment@whitecapdakota.com.

APPLICATION DEADLINE - February 10, 2023

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

