



Competition No.:	2025-070
Position:	Custodian
Classification:	\$20.00 an hour
Conditions:	<ul style="list-style-type: none">• Part Time• 4 hours per day, Monday to Friday
Department:	Brokenhead Ojibway Nation Community Based Team
Location:	Brokenhead Ojibway Nation, MB
Closing Date:	October 7, 2025
How to apply:	Email: apply@secfs.ca Fax: 204-594-0499 <i>Applications can also be dropped off at the Local CFS Office</i>

Vision - Mino Pimatiziwin

Living a good life for our children, families and communities now and for our future

Mission- Southeast Child and Family Services supports the children, families, and communities with providing respectful, caring, and supportive preventative and protection services to promote the well-being and safety of the children, families, and communities.

Position Overview: Reporting to the supervisor, the Custodian is responsible for maintaining a clean, safe, and orderly environment within the Brokenhead SECFS Office. This position plays a key role in ensuring the overall upkeep and cleanliness standards are consistently maintained throughout the building.

Duties and Responsibilities:

- Daily Loading and unloading of dishwasher daily and putting clean dishes away.
- Daily vacuuming, sweeping and mopping floors for all offices including under bulky furniture like couches, underneath desks, etc.
- Daily collecting and disposing of garbage for all offices.
- Daily upkeep of washrooms and ensure it is stocked with supplies.
- Dusting of flat surfaces including window frames, tabletops, chairs, etc.
- Spot washes accessible walls and heavy traffic areas.
- Checks, cleans, sanitizes, moves, arranges and dusts furniture as required.
- Weekly watering of plants throughout the office.
- Checks doors and windows to ensure building security.
- Reports safety concerns and repair issues (i.e.: furniture and fixtures).
- Performs other duties as assigned.

Qualifications:

- Prior experience in custodial, janitorial, or general cleaning work is preferred but not required.
- Ability to lift heavy objects, stand for long periods, and perform repetitive tasks.
- Thoroughness in cleaning and maintaining office to ensure a safe and sanitary environment.
- Consistently shows up on time and completes tasks as scheduled.
- Ability to work independently and as part of a team
- Self-motivated and cooperative with coworkers and supervisors.
- Familiarity with cleaning chemicals, floor care machines, and basic maintenance tools.
- Understands and follows safety procedures, including proper handling of cleaning supplies.

- Able to follow instructions and report issues.
- Willing to work evenings, weekends, or early mornings as needed.
- Always maintains confidentiality and discretion.
- Proficient with Microsoft Office (i.e., Word, Excel, and Outlook) is an asset.
- Demonstrated ability to work independently as well as part of a team.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Checks.
- Valid drivers license and reliable vehicle.

Preference will be given to Brokenhead Ojibway Nation Members.

All Indigenous applicants are asked to self-declare within their cover letter.

We thank all applicants; however, only those candidates selected for an interview will be contacted.