



# CUSTODIAN

Brokenhead Ojibway Nation Community Based Team

*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*

## 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 driver's license and reliable vehicle.

**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.

<b>Competition No.:</b>	2025-070R
<b>Position:</b>	Custodian
<b>Classification:</b>	\$20.00 an hour
<b>Conditions:</b>	<ul style="list-style-type: none"><li>• Full Time</li><li>• Monday to Friday</li></ul>
<b>Department:</b>	Brokenhead Ojibway Nation Community Based Team
<b>Location:</b>	Brokenhead Ojibway Nation, MB
<b>Closing Date:</b>	Open until filled
<b>How to apply:</b>	Email: <a href="mailto:apply@secfs.ca">apply@secfs.ca</a> Fax: 204-594-0499 <i>Applications can also be dropped off at the Local CFS Office</i>

For more information please visit: <https://www.secfs.ca/>