

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



Employment Opportunity – Seeking a Full Time Custodian (High School)

Position: The Custodian will perform a variety of maintenance and cleaning tasks to keep the buildings up to standard. To work well in this role you should have basic maintenance knowledge around building repairs and some experience cleaning. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. The Custodian will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen and dining room and public areas. This position is to begin immediately.

Department: Education

Apply by: Position will remain open until filled.

Reports to: Principal/Vice Principal/Director of Education

Responsibilities:

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Ensure doors are locked after hours.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Notify supervisors or managers of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Work with a contract cleaning service when necessary.
- Perform general clean up of all areas of the building as directed
- Manage routine upkeep of exterior areas, green space and parking lot
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling daily and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests
- Ensure rooms are maintained and fully equipped
- Troubleshoot issues with HVAC system, lighting and indoor climate control as necessary

Requirements:

- Ability to manage your time efficiently.
- Ability to work independently, as well as part of a team
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Able to work safely with a variety of cleaning supplies.

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- Able to use basic cleaning equipment.
- Ability to maintain Confidentiality
- Must have a Valid Driver's license
- Provide a recent Vulnerable Sector Criminal Reference Check

To Apply:

Interested applicants can apply by submitting a resume with references to humanresourcesbrfn@outlook.com, by Fax Attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700. This position will remain posted until filled.

For more information, Please Contact;

Stephanie Morin

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: humanresourcesbrfn@outlook.com

Fax: 306-724-2161