



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING
CUSTODIAN
Permanent/Part-time
Closing Date – September 7, 2021



GENERAL STATEMENT OF POSITION:

The Custodian will be responsible keeping the SETS buildings in clean and orderly condition. Perform covid cleaning and other cleaning duties, such as cleaning floors, carpets, washing walls, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and cleaning snow and debris from sidewalks

SUPERVISION RECEIVED: Under the direction of the Siksika Employment & Training Manager.

DUTIES AND RESPONSIBILITIES:

- Performs light and heavy cleaning duties in areas such as; Hallways, classrooms, boardrooms, staff offices, kitchen, bathrooms, entranceways and resource/copier rooms.
- Required to clean windows and walls monthly.
- Clean and disinfect washrooms, kitchen, fixtures, and work areas.
- Light dusting of office furniture and classroom desks.
- Wax floors, clean upholstery and carpets or mats.
- Gather and empty trash cans and other waste containers, as well as debris outside of building.
- Request supplies or equipment needed for cleaning and maintenance duties such as light bulbs, toilet paper, paper towels, and covid cleaning supplies and submit form to SETS manage or delegate.

QUALIFICATIONS:

- Janitorial or Modern Caretaking certificate or a certificate in a related field with at least one (1) year experience.
- High School Diploma or completion of Grade 12 along with training/courses in the janitorial field.
- 3-5 years experience in the janitorial field will be considered for secondary training above.

WORK ENVIRONMENT:

- Must be able to work alone as duties are performed after normal office hours.
- Heavy lifting of furniture, carrying buckets, and operating heavy machinery such as: buffer and vacuum.
- Requires own transportation to and from work.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 054-2021 on Cover Letter.

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

Please Note: Only **complete** applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.