



## First Nation of Na-Cho Nyäk Dun **EMPLOYMENT OPPORTUNITY**

**Position Title:** Custodian  
**Department:** Administration  
**Salary Range:** Level 3 (starting at \$22.91 per hour)  
**Term:** Part Time Permanent (60 Hours Bi-weekly)  
**Closing Date:** Friday, July 25<sup>th</sup>, 2017 or until filled

### **Job Summary:**

We are looking for a responsible, independent and reliable Custodian who takes pride in keeping our Government facilities clean and presentable to our Citizens and Guests! Reporting to the Executive Director, the incumbent is responsible for the daily, weekly, seasonal and annual janitorial duties of FNNND properties as required (*location to be determined*).

### **Main Duties:**

- Monitoring and ensuring building security by ensuring the premises is locked, secure and safe during unoccupied hours;
- Empty waste baskets and place garbage in designated area(s);
- Dust shelves, window sills, desks and all surfaces;
- Wipe and wash walls from visible marks and stains;
- Sweeping, mopping, vacuuming, stripping, waxing and buffing and/or shampooing floors;
- Stairwells / Halls: spot clean walls as necessary and ensure stairs/ guard rails are clean;
- Kitchen areas: dust and polish tables/ counters, wash, dry and stack coffee cups left in the kitchen. Sanitize cooking surfaces (ie. stove and micro-wave) and wipe exterior of the fridge and clean the inside as needed;
- Ensure coffee pot is turned off and coffee machine, including coffee pot/ filter, are sanitized appropriately;
- Washrooms: cleaning and disinfecting toilets, sinks, showers and fixtures, including restocking disposables (i.e. soap, tissue/ paper towel dispensers, etc.). Wash floors, wipe down counters and clean mirrors;
- Ensure exterior of building free of garbage (empty exterior garbage cans/ cigarette buckets periodically), ensure stairs and decks are free of debris. Ensure entrances are free of snow and other debris and report hazards to supervisor as required. Act promptly to treat slippery conditions with compounds to eliminate or minimize hazardous conditions when they exist;
- Report broken windows or other signs of wear and tear to the appropriate manager;
- Ensure (2) seasonal annual cleaning (fall vs. spring) this includes: waxing floors, cleaning the fridges and stoves thoroughly, emptying and wiping down cupboards and cleaning windows (building interior windows and exterior windows within reach);
- Monitoring and noting minor and major maintenance needs throughout the building, carrying out any minor maintenance needs, and reporting maintenance requirements to the appropriate manager;
- Ensure inventory of custodial supplies is adequate and on hand; and
- Other duties as required.

### **Knowledge and Skills:**

- WHMIS Certification (or willing to obtain)
- Standard First Aid (or willing to obtain)
- Security Clearance
- Valid Driver License (preferable)
- Knowledge of use and maintenance of industrial cleaning equipment and appliances (or willing to learn)
- Knowledge of safe disposal of chemical liquids and other hazardous components;
- Attention to detail and conscientiousness; and
- Very good physical condition and strength.

For a copy of the job description or to submit your cover letter, employment application/ resume please contact:

**Ronalda Moses, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. #138**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

***\*Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens***