



**Employment Opportunity  
Custodial Worker  
Natoaganeg Public Works Program  
Competition 2025-CH-02**

**Status:** Full Time Term

**Term:** 6 months

**Hours of Work:** 75 hours biweekly

**Primary Responsibilities:** Under the supervision of the Facilities Superintendent, and responsive to the School Principal, the Custodial Worker provides janitorial services at the Natoaganeg Band Administration Building and Natoaganeg School. The Custodial Worker daily duties are evenly divided between the two facilities. This position works in cooperation with existing custodial workers at both facilities.

**Typical Duties:** Include but are not limited to;

- Safeguarding the confidentiality of staff activities, documents and files,
- Maintaining premises in a clean and orderly condition and performing minor repairs as required.
- Safe keeping and maintenance of assigned equipment, cleaning and other supplies,
- Adhering to all relevant Safety guidelines and practices in order to maintain a safe working environment,
- Cleaning and sanitizing restroom/bathrooms using established practices and procedures.
- Clean, dust and wipe furniture; sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers; empty and clean cigarette urns; replace light bulbs; refill restroom dispensers.
- Assist with setup of facilities for meetings, classrooms, conferences, events, etc.
- Washing walls and equipment, use ladders when required in work assignments.
- Lock and unlock assigned buildings, secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights at end of business day.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Washing accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Handling recycling materials.
- Assisting with inventory control and security.
- The Custodial Worker will complete a deep cleaning to both facilities annually with support from the existing Custodial staff
- Use and maintain brooms, mops and squeegees for the cleaning and general maintenance of floors, wall, carpets, furniture, windows, etc.
- Performing other duties requested by Facilities Superintendent



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**Qualifications:**

Graduation from High School or GED with related work experience or an equivalent combination of training and experience.

**Required Competencies:**

- Good interpersonal skills.
- Ability to work independently and maintain a high level of productivity,
- Demonstrated understanding of and commitment to safety at the workplace,
- The ability to organize work and complete tasks within assigned schedule,
- Able to effectively multitask,
- Conscientious and attentive to details,
- Basic reading comprehension and communication skills,

**Special Requirements:**

- The ability and commitment to working flexible hours, evenings or weekends in order to respond to emergency or unforeseen circumstances.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, WMIS and Occupational Health and Safety.
- Participate in training to operate specialized cleaning equipment such as motorized floor scrubbers and related equipment
- Must pass a screening process including a Criminal record check and vulnerable sector check

***Applicants are asked to submit a resume demonstrating the required qualifications and competencies for the position. Please reference competition 2025-CH-02 and forward to [Careers@NatoaganegFirstNation.ca](mailto:Careers@NatoaganegFirstNation.ca) on or before May 30<sup>th</sup>, 2025. While we thank all who have applied, only those selected for interview will be contacted.***