



**Job Description:**  
**Custodian**

**POSITION TITLE:** Custodian

**DEPARTMENT:** Administration

**CLASSIFICATION:** MGO-02

**SALARY RANGE:** \$40,000.000 to \$47,804.000 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon **ACCOUNTABLE TO:** Director of Administration

**Brief Overview:**

Métis Nation–Saskatchewan is seeking a strong team player, committed to quality service to carry out MN–S objectives and to provide a range of services as a Custodian. Under the direction of the MN–S Director of Administration, the Custodian will be responsible for maintaining and protecting our facility, the external and internal appearance of the building.

**Key Responsibilities:**

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Maintain floors in a clean state by sweeping, scrubbing, mopping, and waxing them
- Due to COVID-19 rules; wipe doors, walks, common areas, surfaces etc.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dust furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Follows procedures for the use of chemical cleaners
- Cleans and polishes fixtures and furniture.
- Empty and clean trash receptacles and collect recycling
- Clean and service custodial equipment as needed
- Report any safety, sanitary, or fire hazards to the appropriate department
- Lock and unlock windows, doors, and gates
- Ensure grounds areas are clean and orderly



- Notifies managers regarding the need for repairs or additions to building operating systems.
- Ensure confidentiality of highly sensitive information you come across
- Responsible for day-to-day building support
- Other duties assigned by the Director of Administration

### **Qualifications**

- High school diploma and/or equivalent education
- Previous 2 year custodial and grounds experience preferred

### **Knowledge and skills:**

- Ability to understand and follow verbal and written instructions
- Ability to lift and carry up to 50 pounds
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks
- Possess working knowledge of the methods, techniques, and materials used in custodial work
- Ability to climb ladders and work from heights
- Familiar with operating, caring for, and storing custodial equipment and supplies

### **Additional requirements:**

- Valid Saskatchewan driver's license and access to reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by **11:59 pm on September 29, 2021**.
- As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN-S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are Métis or another Indigenous group.

