



## Job Description: Custodian

**POSITION TITLE:** Custodian

**DEPARTMENT:** Infrastructure

**CLASSIFICATION:** MGO-02

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

**POSITION TYPE:** Full-time, Temporary: June 26, 2023 – Sept 8, 2023

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Deputy Chief, Infrastructure

### **Brief Overview:**

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

### **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
- 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 Deputy Chief-Infrastructure.

### 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, technique, 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.
- Trustworthy and reliable.

### Additional Information:

- Valid Saskatchewan driver's license and access 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 March 31, 2023.**
- Only candidates selected for an interview will be contacted.
- Must be fully vaccinated against COVID-19.

**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.**

