



## **Custodian – Band Office Building**

### **Job Description**

#### **PURPOSE:**

The Custodian – Band Office Building primary purpose is to ensure the adequate cleaning of community buildings, washrooms, offices and kitchens.

#### **ACCOUNTABILITY:**

The Custodian – Band Office Building reports to the First Nation Manager. The Custodian – Band Office Building is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigaming First Nation. To attend staff, community and general band meetings or relevant trainings and workshops.

#### **DUTIES AND RESPONSIBILITIES:**

- Conduct an inventory of all cleaning equipment, as needed. (i.e. vacuums, floor cleaner, etc.).
- Ensure cutlery, coffee, condiments and cleaning supplies are available at Band Office Building. Prepare a list of all supplies required for the Thursday supply run.
- Must disinfect health office daily.
- Daily: empty garbage in buildings and offices, sweep and mop floors in buildings and offices, clean washroom toilets, sinks and mirrors, clean kitchen tables/chairs, countertops, sinks, outside of fridge and stoves at Band Office building, and disinfect all doorknobs, light switches and desktops in the Band Office building.
- On a weekly basis, and more frequently when required, clean the Band Office. Weekly cleaning includes vacuuming, dusting, filling soap, toilet paper and paper towel dispensers and coffee pots.
- On a bi-weekly basis, clean windows, inside fridges, stoves and area rugs, as needed.
- On a semi-annual basis, disinfect tables and chairs, and clean cupboards.
- Obtain quotes for services and supplies, if required.
- Ensure the supply room is clean and organized.
- Attend staff meetings and training programs when directed.
- Coordinate and assist in community clean up days, jointly with the Multi Use/Fitness Centre and Chief and Council Building Custodians.
- Shovel and salt doorway entrances, as needed.
- Other duties as required or directed.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Safety conscious
- WHIMIS Certified
- First Aid/CPR Certification
- Ability to work both indoors and outdoors in inclement weather.
- Heavy lifting above 50kg
- Ability to be on-call in case of emergencies.
- Willingness to learn.
- Computer Skills
- Written and verbal communication skills.

**TERMS AND CONDITIONS:**

- Grade 12 or equivalent.
- Must provide a criminal reference check that is satisfactory to Mitaanjigamiing First Nation.
- Must sign Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.