



# OPASKWAYAK CREE NATION

## JOB COMPETITION – EXTERNAL POSTING

### CUSTODIAN

<b>DEPARTMENT:</b> Facility Maintenance	<b>SALARY:</b> TBD
<b>CLASSIFICATION:</b> Part Time	<b>LOCATION:</b> Band Development and Lands Authority

#### JOB SUMMARY:

Under the direction of the Facility Maintenance Manager, the Custodian will perform all necessary janitorial and cleaning duties as directed throughout the OCN offices at the 151 Fischer Ave location in The Pas, MB.

#### Some duties include:

- Cleaning of the OCN Offices upstairs, downstairs, basement and surrounding exterior.
- Daily Sweeping and mopping all floors
- Daily Vacuum –upstairs and downstairs
- Daily Empty garbage and replenish washroom supplies – (desks, main printer, reception)
- Daily clean washrooms and replenish washroom supplies
- Daily Clean Staff lunch rooms daily, includes cleaning coffee pots and cups, empty garbage and replace garbage bags

#### MINIMUM QUALIFICATIONS:

- Must have at least (1) year related with experience
- Experience in building maintenance and in trouble-shooting repair in a variety of construction trades is an asset
- Minimum Grade 10 education
- Valid Manitoba Driver's License (Class V)
- Criminal Record Check

**Application Deadline:** October 2<sup>nd</sup>, 2018 @ 4:30 pm

#### Please submit resume/cover letter to:

Courtney Hester, Personnel Administrator  
P.O. Box 10880  
Opaskwayak, Manitoba R0B 2J0  
Phone: 204-627-7100  
Fax: 204-627-7063  
E-Mail: [courtney.hester@opaskwayak.ca](mailto:courtney.hester@opaskwayak.ca)

*Please mark application "Personal and Confidential".  
We thank all who applied, however, only applicants selected for interviews will be contacted.*