



Siksika Family Services Corporation

SUPPORT FOR INDEPENDENCE

Custodian

Part-Time

03/2026



OVERVIEW: The Custodian is responsible for the general cleaning of assigned areas and keeping it maintained and in good condition. Duties can include dusting, cleaning and polishing of floors, cleaning and restocking of restrooms, collection of trash and supply control.

REPORTS TO: SFI Director

DUTIES AND RESPONSIBILITIES:

- Daily assessment of the assigned building, rooms and supplies to identify cleaning/maintenance needs. Recommend work orders or submit supply orders as required.
- Daily sweeping and mopping of all major hallways, offices and meeting rooms within assigned areas.
- Daily cleaning of front entrance, includes vacuuming rugs, wiping down counters and chairs, sweeping and mopping floor.
- Daily cleaning & sanitizing of restrooms, restocking of restroom essentials, including daily cleaning of floors, toilets, sinks, mirrors and other areas identified.
- Daily, and as needed, communication with occupants of individual offices to ensure cleaning needs are met including dusting, garbage collection, cleaning of floors and other needs.
- Emptying of trash receptacles, replacing garbage bags, disposing of trash into dumpsters.
- Ensures outdoor entrances are free of garbage and in a presentable and welcoming manner.
- Quarterly maintenance and waxing of office floors.
- Weekly cleaning and inspection of office windows.
- Quarterly, and as needed, cleaning and inspection of walls.
- Performs routine maintenance and supply audit/ordering of custodial equipment.
- Ensures all doors and access points are locked at the end of the day.
- Promotes continuous improvement of workplace safety and environmental practices.
- Reports to building maintenance the following: snow removal activities, lawn maintenance and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Custodial courses/education preferred.
- WHIMIS certificate and knowledge of occupational health and safety rules.
- Working knowledge of standard cleaning, equipment, methods and procedures.
- Ability to stand, walk, bend and perform repetitive motion for extended periods of time.
- Ability to lift heavy objects, climb ladders and work at heights.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Custodian** on your cover letter.

IMPORTANT: All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check
3. Clear Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.