



Siksika Family Services Corporation
SIKSIKA PREVENTION - AIKAAYI'SAAPI

Custodian

Siksika

Temporary Part-time until June 2027

September 21, 2026



Closing Date: OPEN until suitable candidate is selected

GENERAL STATEMENT OF POSITION:

The Custodian is responsible for the general cleaning of assigned areas and keeping it maintained and in good condition as well as continuing to keep the Reunification building safe at all times. Duties can include dusting, cleaning and polishing of floors, cleaning and restocking of restrooms, collection of trash and supply control. The Custodian is also responsible for ensuring all exterior doors are locked at all times, not permitting unauthorized persons into the Reunification Building. Consulting with the Reunification Team Leader, Program Manager or On Call Supervisor if any emergencies, concerns or issues arise during the Custodian shift and follow through with their recommendations in a time sensitive manner.

Duties & 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, and as needed, sweeping and mopping of all major hallways, offices and meeting rooms within assigned areas.
- Daily, and as needed, cleaning and restocking of restrooms, including cleaning 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. Reporting to supervisor if any maintenance is required.
- 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.
- Ensuring all exterior doors are locked at all times and not permitting unauthorized persons into the building.



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- Be aware of the rules and guidelines that residents must adhere to while residing in the Reunification building.
- Reporting to the on shift supervisor including the Reunification Team Leader, Program Manager or On Call Supervisor if any emergencies, concerns or issues arise immediately during the Overnight Custodian shift.
- Performs other job-related duties as assigned.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Custodial courses/education preferred.
- Crisis management an asset.
- First Aid Certificate an asset.
- WHMIS 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.
- Strong customer service and communication skills.
- Ability to lift heavy objects, climb ladders and work and work at heights.

Resumes, cover letters and the other documents listed below 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 Child Intervention Check.
3. Copy of Driver 's License.

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