



**BIGSTONE CREE NATION
ADMINISTRATION**

EMPLOYMENT OPPORTUNITY

**Temporary On-Call Custodians
Until March 31, 2021**

The Bigstone Cree Nation is seeking 2 experienced custodians to perform custodial duties and be on call to disinfect offices and janitorial cover off as needed. The ideal candidates must be responsible, team-oriented and self-motivated individuals. The incumbent will report to the Interim Executive Director and be responsible for the overall cleanliness of the building.

Duties and Responsibilities:

- Collect and dispose of the garbage from the building
- Maintain custodial inventory
- General custodial duties such as; sweeping, mopping, vacuuming, dusting, etc.
- Sanitize and clean all bathrooms
- Wipe and sanitize frequently touched surfaces (such as tables, doorknobs, light switches, handles, and desks)
- Perform seasonal cleaning (windows, walls, etc.)
- Ensure the building is secure prior to leaving facility;
- Ensure compliance with safety standards daily;

Qualification and Certification:

- Physical ability to stand for long period of time, lift heavy object, etc.
- Previous custodial experience is an asset
- Ability to work with minimal supervision
- Valid Driver's License Class 5 & Reliable Transportation.
- Valid Standard First Aid and WHIMIS Certification
- Must be bondable – a criminal record check is required.

Submit cover letter, resume and criminal record check to:

Charlene Gullion – Human Resources
Box 960 Wabasca, AB. T0G 2K0
Fax: 780-891-3888
Email: charlene.gullion@bigstone.ca

Submission Deadline: January 22, 2021

Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for via teleconference interview.