



Competition No.: 2018-0201
Position: Custodian (**Casual Contract TERM**)
Wage: \$15.00/Hour
Position Conditions: Part-time 20hrs/week (4 hours per day Monday to Friday)
Department: Hollow Water Community Unit
Location: SECFS office located on Hollow Water First Nations
Date Posted: January 12, 2018
Closing Date: 4:00 p.m. on January 31, 2018

Submission Process: All applicants will be subject to satisfactory criminal records, child abuse registry and prior contact checks.

EMAIL: tamara.cardinal@secfs.org **FAX:** (204) 947-0009

In Person: **Bring resume to Lena Bushie in the Hollow Water SECFS Community Office.**

Please cite the competition number and position in the subject line when submitting by email or fax. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

CUSTODIAN AND ADMIN SUPPORT

Part-time Employment

JOB SUMMARY

Under the direction of the Unit Supervisor the incumbent will be responsible for the following custodial and administrative tasks:

DUTIES:

- Sweep, mop and wash floors; Dust furniture; Vacuum carpeting, area rugs, draperies and upholstered furniture; Clean, disinfect and polish kitchen fixtures and appliances; Clean and disinfect bathrooms and fixtures; Provide basic information on facilities; Pick up debris and empty trash containers; Wash windows, walls and ceilings
- Answer phones. Operates fax, photocopier, computer, shredder, etc.
- Other duties as assigned by the Unit Supervisor.

QUALIFICATIONS:

- Prior custodial or cleaning experience would be an asset.
- Must have a demonstrated ability to work independently as well as part of a team.
- Must have excellent oral communication skills.
- Must complete and pass an online WHMIS test.
- Ability to lift 40lbs.
- Must have a clear Child Abuse, Prior Contact and Criminal Records Checks.

JOB LOCATION: *On-reserve employment opening for Hollow Water First Nation SECFS Office. This position requires that the successful candidate to work out of the Hollow Water First Nation SECFS office.*

Preference will be given to Hollow Water Community members.

We thank all who apply, however, only those candidates selected for an interview will be contacted.