



## EMPLOYMENT OPPORTUNITY

**Competition No.:** 2020-70  
**Position:** Custodian  
**Classification:** \$16.00 - \$18.00 per hour  
**Conditions:**

- Full-Time Permanent
- An Eligibility List may be established for future openings
- Preference will be given to internal candidates

**Location:** 1410 Mountain Avenue  
**Date Posted:** October 7, 2020  
**Closing Date:** 4:30 p.m. on October 22, 2020  
**Applications:** Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204.594.0499

### Duties & Responsibilities:

The Custodian maintains the cleanliness of the facility and is responsible for the following:

- Ensures the general upkeep of the facility such as cleaning floors, washrooms, windows, dusting, collects and disposes of garbage, vacuums, spot washes accessible walls
- Checks, cleans, moves, arranges and dusts furniture as required
- Checks doors and windows to ensure building security
- Reports safety concerns and repair issues (i.e.: furniture and fixtures)
- Restocks washroom supplies
- Performs other duties as assigned

### Qualifications:

- A valid driver's license and reliable vehicle is required
- The following is a requirement of all SECFS employment positions
  - Current (within 6 months) Criminal Record Check (Required)
  - Current (within 6 months) Child Abuse Check (Preferred)
  - Current (within 6 months) Adult Abuse Registry Check (Preferred)

### Physical Requirements:

- The performance of the job requires frequently operating industrial cleaning equipment and tools, mopping/sweeping, bending/twisting/lifting etc.
- Ability to lift up to 30 pounds

### Application Process:

- Preference will be given to Southeast Community Members and Aboriginal (First Nations, Métis or Inuit) candidates meeting the posted requirements
- Forward your résumé (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax
- We thank all applicants; however, only those candidates selected for an interview will be contacted



---

Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

**We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits**

**Job Postings can be viewed at: [www.southeastcfs.org](http://www.southeastcfs.org)**