



EMPLOYMENT OPPORTUNITY

Competition No.:	2020-76
Position:	Custodian (non-union position)
Rate of Pay:	\$18.00 an hour
Conditions:	<ul style="list-style-type: none">• <i>Part-Time (approximately 20 hours a week)</i>
Department:	Black River
Location:	Black River Community
Date Posted:	December 4, 2020
Closing Date:	4:30 p.m. on December 18, 2020 (or until filled)
Applications:	Email: hr@secfs.ca Fax: 204.594.0499

Applications can also be dropped off at a Southeast CFS Office

Duties & Responsibilities:

- Providing overall custodial and cleaning support to the Black River CFS Office which will include but not be limited to:
 - Maintaining an overall clean workspace
 - Gathering and removal of garbage
 - Vacuuming, sweeping, dry- and wet-mopping
 - Regular cleaning of kitchen area (including dishes, etc.)
 - Regular cleaning of bathroom area
 - Light duties related to in-house laundry
 - Dusting as required
 - General sanitizing / disinfecting
- Must be able to lift light loads and move furniture for cleaning purposes
- General light maintenance (e.g., changing light bulbs, etc.)
- Discretion and confidentiality considering conversations that may be taking place in the Office
- Flexibility in working hours
- Other duties as assigned by the Supervisor

Qualifications:

- Previous experience with the general cleaning duties for an office (or related experience)
- Flexible work hours (expected hours of work will be between 8:30 am to 4:30 pm)
- Demonstrated ability to maintain regular work hours
- Physically fit (must be able to lift at least 20 lbs)

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 your application
- Must be legally entitled to work in Canada and have a satisfactory Criminal Record; Prior Contact; and, Child Abuse Registry Check
- 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