



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation Women's Shelter is seeking one part-time Custodian. Successful Custodian will work as part of our team to maintain the cleanliness of our shelter.

Custodian

Program Overview: Sturgeon Lake Cree Nation Women's Shelter is a first stage shelter for women and their children fleeing abuse and family violence. We strive to create a safe and inclusive space where all women and children can heal, grow and reclaim their strength.

Job Responsibilities:

- Responsible for overall appearance of the shelter.
- Maintaining cleanliness of floors; sweeping, mopping and vacuuming.
- Thoroughly cleaning, disinfecting washrooms and all fixtures.
- Dusting and disinfecting all desks, counters, table, doors, walls, windows, etc.
- Using and maintaining janitorial equipment.
- Garbage collection and removal.
- Report any potentially unsafe conditions or maintenance related issues to the Executive Director.
- Act in compliance with SLCN Oath of Confidentiality and Information Technology and Social Media Agreement for the safety of clients.
- Comply with all policies and procedures of the shelter to ensure operations function safely and the dignity of clients and staff is respected.

Required Skills and Abilities:

- Criminal Record Check with Vulnerable Sector Check, Intervention Record Check (within the last 6 months)
- First Aid Certification and WHMIS Certification.
- Good communication and interpersonal skills.
- 1-3 years cleaning experience an asset.
- Set & maintain healthy, clear boundaries.
- Capable of working alone and with minimal supervision
- A good working knowledge of all cleaning agents and chemicals with use of rubber gloves, masks and other safety equipment.
- Able to lift and carry up to 25 lbs independently.

Please submit Cover Letter, Resume, References (3), Criminal Record & CYIM checks:

By Email: Executivedirector@sturgeonws.ca, Attention: Brett Boman

In-person: Sturgeon Lake Cree Nation Administration Office; Fax: 780-524-2711

Criminal Record & CYIM checks are required. Incomplete applications will not be considered.

We thank you for your interest. Only applicants selected for an interview will be contacted.