



SHEGUIANDAH FIRST NATION JOB POSTING

POSITION	Custodian
LOCATION	Sheguiandah First Nation – All Buildings
ACCOUNTABILITY	Operations & Maintenance Manager
EMPLOYMENT STATUS	Full-Time (35 hours/week)
HOURS OF WORK	Maximum 30 hours/week (After hours and some weekends)
PREFERENCES	Person of Indigenous descent/ Sheguiandah First Nation Band Member
TENTATIVE START DATE	ASAP

Position Summary

Under the Supervision of the Operations and Maintenance Manager, maintains and cleans all the Sheguiandah First Nations (SFN) premises to maintain cleanliness and safety in our facilities. The Custodian will be responsible for performing routine cleaning tasks, minor maintenance, and ensuring that all areas are sanitary and well-maintained for staff and visitors. Performs routine rounds and follow workplace safety protocols, and report concerns. All essential duties and responsibilities are to be performed according to departmental policies and procedures or as assigned by the Operations and Maintenance Manager.

Essential Functions

Facility Monitoring & Safety

- Monitor heating, cooling, ventilating, plumbing, and electrical systems.
- Monitor building security and safety by locking doors, turning on alarm systems, and checking electrical appliances to prevent hazards.
- Refrain from using products, supplies, or equipment that may damage SFN property; provide service in a careful and prudent manner.
- Follow safety procedures and guidelines to maintain a safe working environment.
- Notify the Operations & Maintenance Manager promptly about unusual situations, unsafe conditions, inventory needs, or special service requests.

Cleaning Duties

General Cleaning

- Clean windows, glass partitions, and mirrors using appropriate cleaners and tools.
- Dust furniture, walls, machines, equipment, and outdoor lighting to remove cobwebs.
- Mix water and detergents or acids to prepare cleaning solutions as specified.
- Empty trash and recycling bins and dispose of waste properly.
- Clean and sanitize offices, kitchens, and restrooms (including fridges, freezers, sinks, toilets, mirrors, and floors).
- Disinfect high-traffic areas such as washrooms, meeting rooms, and offices.
- Clean equipment (e.g., glassware, metal instruments) using solvents, brushes, rags, and power cleaning equipment.

Floor Care

- Perform routine and deep cleaning of floors: sweeping, mopping, stripping, waxing, and buffing.
- Operate and maintain floor care equipment such as auto scrubbers, buffers, and burnishers.
- Vacuum rugs at all locations.

Surface Cleaning

- Dust and wipe down surfaces including desks, walls, ceilings, windowsills, and furniture.

Maintenance & Setup

- Perform minor maintenance tasks and report larger repair needs.
- Move heavy furniture, equipment, and supplies manually or with hand trucks.
- Assist with setting up rooms for meetings or events as needed.
- Ensure cleaning and setup occur after programs and meetings or in a non-disruptive manner.

Inventory & Supplies

- Replenish supplies such as soap, paper towels, and toilet paper.
- Requisition supplies and equipment using the Communications log.



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- Maintain inventory of cleaning supplies and equipment.
- Ensure all cleaning equipment and supplies are stored safely and used properly.

Quality Assurance

- Ensure timing, frequency, thoroughness, completeness, and consistency in all tasks.
- Follow procedures for using chemical cleaners and power equipment.

Special Areas

- Clean and maintain physicians' offices, clinical areas, patient areas, and SFN Health Centre buildings as assigned.

Qualifications:

- High School Diploma or GED equivalent required.
- Working at Heights Training (or willing to obtain).
- Previous custodial or janitorial experience is preferred.
- Ability to work independently and manage time effectively.
- Must be physically fit and be able to work long hours.
- Maintain confidentiality.
- Knowledge of Sheguiandah First Nation organization, and buildings.
- WHMIS certification.
- Current CPR/First Aid Certification.
- Valid Class "G" Divers License with access to reliable vehicle.
- Fluency in Anishinabemowin or willingness to learn.
- Successful candidates must provide a CRC.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Custodian

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrrassistant@sheguiandahfn.ca or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.