



Siksika Family Services Corporation
SIKSIKA PREVENTION/EARLY INTERVENTION



Overnight Custodian

On-Reserve

Casual/part-time

Closing Date: OPEN until position is filled.

01/2025

GENERAL STATEMENT OF POSITION:

The Overnight Custodian is responsible for the general cleaning of assigned areas and keeping it maintained and in good condition as well as continuing to keep the Reunification building safe at all times. Duties can include dusting, cleaning and polishing of floors, cleaning and restocking of restrooms, collection of trash and supply control. The Overnight Custodian is also responsible for ensuring all exterior doors are locked at all times, not permitting unauthorized persons into the Reunification Building. Consulting with the Reunification Team Leader, Program Manager or On Call Supervisor if any emergencies, concerns or issues arise during the Overnight Custodian shift and follow through with their recommendations in a time sensitive manner.

REPORTS TO: Siksika Children's Services Prevention Manager

DUTIES AND RESPONSIBILITIES:

- Daily assessment of the assigned building, rooms and supplies to identify cleaning/maintenance needs. Recommend work orders or submit supply orders as required.
- Daily, and as needed, sweeping and mopping of all major hallways, offices and meeting rooms within assigned areas.
- Daily, and as needed, cleaning and restocking of restrooms, including cleaning floors, toilets, sinks, mirrors and other areas identified.
- Daily, and as needed, communication with occupants of individual offices to ensure cleaning needs are met including dusting, garbage collection, cleaning of floors and other needs.
- Emptying of trash receptacles, replacing garbage bags, disposing of trash into dumpsters.
- Ensures outdoor entrances are free of garbage and in a presentable and welcoming manner.
- Quarterly maintenance and waxing of office floors.
- Weekly cleaning and inspection of office windows.
- Quarterly, and as needed, cleaning and inspection of walls. Reporting to supervisor if any maintenance is required.
- Performs routine maintenance and supply audit/ordering of custodial equipment.
- Ensures all doors and access points are locked at the end of the day.
- Promotes continuous improvement of workplace safety and environmental practices.
- Reports to building maintenance the following: snow removal activities, lawn maintenance and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Ensuring all exterior doors are locked at all times and not permitting unauthorized persons into the building.
- Performs other job-related duties as assigned.

(for full job description please email hrm@siksikafamilyservices.com)

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Custodial courses/education preferred.
- Crisis management an asset.
- First Aid Certificate an asset.
- WHMIS certificate and knowledge of occupational health and safety rules.
- Working knowledge of standard cleaning, equipment, methods and procedures.
- Ability to stand, walk, bend and perform repetitive motion for extended periods of time.
- Strong customer service and communication skills.
- Ability to lift heavy objects, climb ladders and work and work at heights.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.