

JOB OPPORTUNITY

School Custodian

Reporting to the Maintenance Supervisor, Sagkeeng Education Authority is looking to hire custodians to work at the Sagkeeng Schools.

DUTIES:

- Use power equipment such as auto scrubber, carpet extractors, sweeper/vacuums, buffer/polishers and hand tools such as a broom, mop, squeegee as required for cleaning and general building maintenance,
- Mop and sweep all classrooms, corridors, entrances, stairs and the gymnasium on a daily basis,
- Clean and disinfect all washrooms. washroom fixtures, showers and shower fixtures daily,
- Clean all lab sinks and lab tables on a daily basis,
- Dust all surfaces requiring dusting daily. For example, chalk rails, desks, furniture and filing cabinets,
- Wash all windows in the building including entrance doors, office doors, classroom doors,
- Wash blackboards on a daily basis,
- Clean and disinfect all water fountains and coolers,
- Wash all floor areas on a daily basis,
- Opening and/or close buildings and prepare the buildings for use, including de-icing and shovelling entrances,
- Wash walls where needed on a daily basis,
- Perform routine maintenance such as replacing light tubes, light bulbs,
- Empty all garbage containers and disinfect all garbage cans on a daily basis and remove garbage from storage rooms,
- Dispose of all garbage in bags supplied and place in garbage bins,
- Remove garbage from storage rooms,
- Set up and remove furniture and equipment for special events,
- Fill all dispensers (soap, paper and napkin) in all washrooms as necessary,
- Order sufficient washrooms and cleaning supplies,

QUALIFICATIONS:

- Grade 12 education or equivalent,
- Must be at least 18 years old,
- Physical stamina and skill to work efficiently and safely with cleaning equipment, hand tools, power tools and snow cleaning tools,
- Ability to lift 50 lbs on a regular basis and occasionally 75 lbs,
- Ability to climb ladders to 12 feet,
- Must be able to work irregular shifts and at various times during the day and weekends,
- Ability to work as part of a team or independently as required,
- Ability to demonstrate initiative and self-motivation,
- Previous experience in a custodial role is an asset,
- Must possess good reading, writing, and good oral and written communication skills,
- Ability and willingness to take direction and complete tasks with minimum supervision,
- Ability and willingness to work cooperatively with the school principal, other custodians, the principal, staff, community and students, to identify critical issues quickly and accurately,
- Attention to manage multiple tasks and develop appropriate priorities,
- Must have a valid Class 5 Drivers Licence



**Application deadline:
May 21, 2021**

Applicants MUST submit a:

- Cover letter/ résumé including active contact information,

Along with:

- Current criminal record and vulnerable sector checks;
- Abuse registry checks or proof of application for them.
- Contact information for 3 work related references

Attention to:

S.E.T.S.

**Box 8, Fort Alexander, MB
R0E 0P0**

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the SETS Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

**PLEASE BE ADVISED THAT ONLY
THOSE SELECTED FOR AN
INTERVIEW WILL BE CONTACTED**