

En'owkin Centre



Job Title: Custodial Services

Job Summary: The Custodian position is a full-time position. The successful candidate will be responsible for maintaining cleanliness and sanitation standards within our facility. The Custodian will ensure all areas of the facility are kept tidy and presentable for employees, visitors, and clients. The custodian will report to the Building Caretaker.

Employment: Full-time – 35.0 hours per week

Job duties: As outlined, which includes the inspection of facility to ensure established safety and cleanliness standards are met.

WEEKDAY MORNINGS: Monday – Friday: 8:00 am – 11:00 AM

- Open all doors, including classrooms – library
- The Finance, Operations Manager and Human Resources Manager offices remain locked until staff member's arrival.
- Check heating/air-conditioning for all classrooms, offices, Gathering Space, etc.
- Prepare coffee
- Winter season ~ Clean snow and ice from walkways and parking areas
- Logistic duties as required, per staff requests

WEEKDAY EVENINGS: Monday – Friday: 4:00 – 8:00 pm

- Check the building & equipment for repairs, lights, etc.
- Classroom/Office floors/hallways/carpets: Damp mop, vacuum
- Restroom sanitation, replenish dispensers for paper towels, toilet paper, hand soap
- Empty all waste receptacles and recycle boxes

Monday & Tuesdays: 4:00 – 8:00 pm

- Dust/wipe office desktops, counters, office equipment (computers, photocopiers, telephones)
- Restrooms: clean mirrors, wipe soiled walls, door handles, sinks and counters
- Classrooms: - sweep and damp mop floors
- Library, offices: dust bookshelves

Wednesdays: 4:00 – 8:00 pm

- Hallways: sweep/vacuum and damp mop
- Gathering Space: sweep, spot clean
- Wipe door handles/counters and walls for scuffs
- Maintain/secure the building during any scheduled/classes

Thursdays: 4:00 – 8:00 pm

- Administration office, Gathering Space – clean/sweep floors
- West and South wing offices and kitchen: sweep floors, vacuum office carpets and damp mop

Fridays: 4:00 – 8:00 pm

- Administration office/reception area: sweep and mop floors, wash windows (if needed), wipe down counters, dust surfaces
- Gathering space floors: sweep and mop (if needed)

Requirements:

- Proven experience as a janitor or custodian preferred.
- Knowledge of cleaning techniques and equipment.
- Ability to follow instructions and work independently.
- Strong attention to detail and thoroughness in cleaning tasks.
- Physical stamina to perform repetitive tasks and lift heavy objects.
- Excellent communication and interpersonal skills.
- Flexibility to work evenings, weekends, and holidays as needed.
- High school diploma or equivalent preferred.
- Certified Building Service Worker preferred.
- Valid Driver's License and Criminal Record Check required.
- Applicants of syilx/Indigenous ancestry given preference

Work Environment: Custodial work requires indoor / outdoor work to attend to the property's common areas, restrooms and offices. The work may involve exposure to cleaning chemicals and require standing, bending, and lifting for extended periods.

Salary/Benefits: A competitive salary and benefits package is included in offers of full-time employment.

How to Apply: Please submit your resume and cover letter to operations@enowkincentre.ca detailing your relevant experience and qualifications. Syilx applicants who do not meet all requirements are encouraged to contact the Operations Manager at the above email to discuss job-readiness training.

About the Organization: The En'owkin Centre is a dynamic institution, which puts into practice the principles of self-determination and the validation of cultural aspirations and identity. As an Indigenous cultural educational, ecological, and creative arts organization, En'owkin plays a lead role in the development and implementation of Indigenous knowledge and systems, both at the community and international levels.

www.enowkincentre.ca