

We're hiring:

Custodian

CLOSING DATE

Open until position is filled.

ON-SITE

Permanent Full Time

Our staff say the benefits of working here include: "The family-oriented atmosphere is great. We are helping play a part in changing the lives of people who are struggling."



Overview

The Custodian position is responsible for Performing janitorial duties and minor maintenance In order to ensure the Charles J. Andrew Healing Centre (CJAHc) buildings and facilities are Maintained in a healthy and safe manner.

Responsibilities

Under the direct supervision of the Operations Manager and as part of the various workgroups and teams, the Custodian position performs the following services at CJAHc.

- Keep facilities clean including offices, meetings spaces, classrooms, eating/snack areas, entranceways and lobby areas, stairs and washroom including baseboard cleaning.
- Performs windows (accessible interior and exterior), windowsill, glass surfaces, wall, woodworking, blind, shade, door and door hardware care and cleaning.
- Refill supplies such as toilet tissue, soap, paper towels, etc.
- Empty garbage as needed
- Follow daily cleaning checklists
- Evaluates, orders, and maintains stock of janitorial materials and cleaning supplies
- Ensures cleaning materials, supplies, tools and equipment are stored in a safe and orderly manner
- Keeps entrances and exits clear and maintained
- Inspect building and grounds for safety concerns

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Responsibilities

- Provide excellent public relations service and behave in a friendly and professional manner
- Report all safety, security, driving, and customer service incidents to the Operations Manager
- Attend and participate in all relevant training, team and staff meetings as required
- Complete all paperwork as needed such as bi-weekly timesheets and leave requests
- Complete documentation of incident reports, medical reports, and case notes as required
- Complete monthly report to immediate supervisor
- Report all safety, security, and driving incidents to Operations Manager

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Qualifications

- Grade 12 OR equivalent AND two (2) years Of direct experience in Custodial Service AND
- Valid Provincial Driver's License & Driving Record Abstract
- Able to work under pressure and in crisis situations
- Subject to call back and overtime
- Ability to communicate clearly
- Must maintain a healthy lifestyle recognizing they are viewed as a role model in the community

Other Requirement

- Fluency in an Indigenous language is an asset
- Knowledge of Indigenous traditions and customs including natural healing is a definite asset
- Ability to function independently, to be flexible and to adapt to change
- High level of professionalism and able to maintain confidentiality at all times

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Benefits

- Sunlife Health & Pension – 50% matched by employer
- Employee Assistance Program
- Generous Leave Package
- Professional Development Opportunities

How to Apply

- Please submit your resume to:
hiring@cjay.org



Employment Resume Screening

Candidate:
Position applied for:

Completed by:
Date:

Qualifications

Educational

Experiential

1. Three references provided

Included

Not
Included

In progress

Comments:

☐☐☐

2. Criminal Record Check

Comments:

☐☐☐

3. Vulnerable Sector Check

Comments:

☐☐☐☐☐

4. Proof of Education and Certifications

Comments:

☐☐☐☐☐

5. Copy of Driver's Abstract

Comments:

☐☐☐☐☐

6. Copy of Driver's Licence

Comments:

☐☐☐☐☐

7. Proof of Vaccination

Comments:

☐☐☐☐☐

8. Proof of eligibility to work in Canada

- Indigenous Canadian ○
Canadian Citizen ○ Permanent
Resident ○ Open Work Permit
- Student Work Permit
(Eligible hours)
- Temporary Resident Permit ○
Current Refugee Status

Follow up required for taxation purposes

☐ YES

☒ NO

9. Proceed with Interview (Screeners rationale)

Comments: