

We're hiring:

# Custodian



## **CLOSING DATE**

Open until position is filled.

## ON-SITE

Permanent Full Time  
Monday to Friday 8:30 AM to 4:00 PM

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](mailto:hiring@cjay.org)



# Employment Resume Screening

Candidate:  
Position applied for:

Completed by:  
Date:

## Qualifications

### Educational

### Experiential

#### 1. Three references provided

Comments:

Included  
Not  
Included  
In progress

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 2. Criminal Record Check

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 3. Vulnerable Sector Check

Comments:

<input type="checkbox"/>				
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#### 4. Proof of Education and Certifications

Comments:

<input type="checkbox"/>				
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#### 5. Copy of Driver's Abstract

Comments:

<input type="checkbox"/>				
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#### 6. Copy of Driver's Licence

Comments:

<input type="checkbox"/>				
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#### 7. Proof of Vaccination

Comments:

<input type="checkbox"/>				
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**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: