



Bigstone Cree Nation Education Authority

Employment Opportunity

Permanent Part Time Custodian
Monday to Friday (4:30pm to 8:30pm)

Bigstone Education Authority is seeking an experienced individual to perform custodial duties for the central office located on Mistassiniy Road. The ideal candidate is responsible, team oriented and self motivated. The incumbent is to ensure that the office building is cleaned and sanitized on a daily basis.

Responsibilities:

- Understand and Operate all cleaning equipment and supplies.
- Have adequate knowledge of all cleaning chemicals and safe techniques for mixing them.
- Disinfect and wipe down all surface's areas including, but not limited to tabletops, desks, doorknobs and counter-tops (on top and underneath surfaces) daily.
- Disinfect and wipe computer screens, keyboards, and computer mice.
- Disinfect and wipe down table legs, desk legs and chair legs daily
- Sinks, toilets, mirrors, bathroom stall walls, hand sanitizers and paper towel racks are disinfected and wiped down daily.
- Disinfect any ledges, window panes, fire extinguisher cases, wooden beams, display case in foyer, and fridge.
- Check and replace any shortage of paper towel, toilet paper and hand sanitizer products.
- Yearly deep cleaning of the office
- Effectively perform all other duties assigned.

Qualifications:

- Experience in custodial cleaning is considered to be an asset
- Knowledge of all cleaning chemicals.
- Ability to work in a team environment, as well as the ability to work with minimal to no supervision.
- Possess the Workplace Hazardous Materials Information System (WHMIS) certificate and a valid First Aid Certificate.
- Reliable Transportation.
- Mandatory Clear Criminal Record Check as well as a Child Youth Intervention Check

Closing Date: Wednesday, January 24, 2024 @ 4:30 PM

Salary: Based on a salary grid that is progressive and based on years of experience.

MUST provide a Resume, Criminal Record Check, Child Youth Intervention Check and three (3) work related references.

Please email Resume and supporting documents to:

Tammy Day - Human Resources

Email: tammy.day@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.