



# **S.A.Y. LANDS OFFICE**

[www.saylandsoffice.ca](http://www.saylandsoffice.ca)

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

## **CUSTODIAN**

**FULL-TIME, term position (1year TWS)**

**Wage: \$18.00/hour**

Under the direction of the SAY Property Manager, the Custodian will be responsible for the general upkeep and cleanliness with the objective of maintaining a positive impression of our offices and buildings.

### **Responsibilities:**

- Maintains cleanliness of SFN buildings - Duties include garbage removal, sweep, mop, wash, wax, polish floors, and vacuum carpets areas
- Clean offices and meeting rooms - desk areas, tables, and offices, including wiping down chairs, cleaning windows and glass doors, dusting surfaces, vacuuming, sweeping, and mopping as required
- Clean, disinfect, and restock supplies in washrooms
- Ensure all entrances are clutter-free and maintained to welcome visitors
- Clean and sanitize kitchen – countertops, microwave sinks, cupboards, coffee makers, etc.
- Wipe and disinfect eating areas
- Launder all cloths, towels, table coverings, etc.
- Inventory supplies and inform the manager when ordering required
- Inspect before each use any equipment used for cleaning purposes. Notify the manager of any equipment or areas for repair.
- Water and dust all plants
- Change lights as required
- Ensure all windows and doors are locked and secure when exiting
- Spot washes walls and doors as required
- Process all recycling cardboard, bottles, cans, paper, batteries, etc.

### **Successful candidates will have/be:**

- Under/un-employed
- Ability to work independently with minimal supervision
- Knowledge and use of cleaning equipment
- A demonstrated ability to follow occupational health and safety requirements
- Knowledge of WHMIS labelling, handling, storage, and emergency procedures for the use of chemicals or willingness to obtain
- Knowledge of cleaning and sanitizing processes
- A customer-focused attitude that is friendly, positive, responsive, professional, and helpful
- Well organized, proactive, and able to prioritize
- Ability to multi-task with attention to detail.
- Basic computer skills, including using MS Outlook
- Respect and alignment with SAY's culture and protocols

The office is a shared space. In addition, multi-tasking and deadlines can be expected.

---

### **HOW TO APPLY**

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**