



Ojibway Nation of Saugeen  
18C Sapay Street  
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P0V2S0

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## Employment Opportunity

Job Title: Custodian  
Location: Ojibway Nation of Saugeen  
Reports To: O&M Manager  
Employment Type: Full-Time, Permanent  
Schedule: 40 hours/week, Monday to Friday

Ojibway Nation of Saugeen (ONS) is seeking a dependable, hardworking, and organized Custodian to help maintain clean, safe, and orderly community buildings and facilities. This position supports the day-to-day cleaning, sanitation, and basic upkeep of assigned community spaces to help ensure a healthy and welcoming environment for staff, students, clients, and community members.

### Key Responsibilities

- Perform routine cleaning of assigned community buildings, offices, washrooms, hallways, classrooms, common areas, and other facilities.
- Sweep, mop, vacuum, dust, wash, and sanitize floors, surfaces, furniture, fixtures, and washroom areas.
- Empty garbage and recycling containers and ensure waste is disposed of properly.
- Clean and restock washrooms with required supplies, including soap, paper products, and sanitation materials.
- Maintain entrances, walkways, and common areas in a clean and safe condition.
- Report maintenance, repair, safety, or supply concerns to the designated supervisor in a timely manner.
- Assist with seasonal duties such as snow clearing at entrances, salting walkways, and general site upkeep as required.
- Use cleaning products, supplies, and equipment safely and in accordance with workplace procedures.
- Maintain janitorial storage areas, cleaning carts, and equipment in a clean, safe, and organized condition.
- Help monitor cleaning supply inventory and advise when items need to be reordered.

- Follow workplace health and safety requirements, cleaning protocols, and safe work practices at all times.
- Assist with room set-up, takedown, and cleaning for meetings, events, and special activities as required.
- Perform other related duties as assigned.

### **Qualifications and Competencies**

- Secondary school diploma or equivalent is preferred.
- Related experience in custodial work, janitorial services, building cleaning, or general facility upkeep is preferred.
- Knowledge of basic cleaning practices, sanitation procedures, and safe use of cleaning supplies and equipment.
- Experience working in a First Nation or Indigenous community is an asset.
- Ability to perform physically demanding work in a variety of indoor and outdoor conditions.
- Equivalent combinations of education, training, and experience may be considered.
- Valid Ontario Class G driver's licence may be an asset.
- Clear criminal record check or ability to obtain one may be required.
- Dependable, organized, and able to work independently.
- Knowledge of basic cleaning practices and sanitation procedures.
- Ability to safely use cleaning supplies, products, and equipment.
- Strong attention to detail and pride in maintaining clean facilities.
- Ability to perform physically demanding work.
- Understanding of workplace health and safety requirements.
- Ability to identify and report maintenance, repair, safety, and supply concerns.
- Respectful communication with staff, students, clients, and community members.
- Ability to support a safe, welcoming, and orderly environment.

### **Schedule & Compensation**

- Full-time position based on 40 hours/week, Monday to Friday, with flexibility required for seasonal priorities, special events, and operational needs.
- Salary starting at \$21.00 per hour.
- Benefits and pension eligibility may be provided in accordance with band policy, where applicable.

## **Working Conditions**

- Work is performed in community buildings, offices, schools, washrooms, common areas, and outdoor entrance areas as required.
- Position requires standing, walking, bending, lifting, carrying cleaning supplies, and performing repetitive cleaning tasks throughout the workday.
- Work may involve exposure to cleaning chemicals, dust, waste materials, and varying indoor and outdoor conditions.
- Some evening, weekend, and after-hours work may be required for special cleaning needs, events, or operational requirements.

## **How to Apply**

Please send your resume and a cover letter to [ian.beardy@ojibwaynationofsaugeen.ca](mailto:ian.beardy@ojibwaynationofsaugeen.ca) with the subject line: Custodian Application – [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.