

Teme Augama Anishinabek Job Description

Position FHWC Custodian

Department Social

Position Reports To Social Services Supervisor

Employment Status Part Time

Hours 23 Hours

Employment Type Permanent

Position Summary

The Custodian is responsible for maintaining a clean, safe, sanitary, and welcoming environment within the Family Healing and Wellness Centre and assigned organizational facilities. The role supports the day-to-day cleanliness and upkeep of office spaces, washrooms, common areas, and building surroundings while contributing to a positive and professional environment for employees, clients, community members, and visitors. The Custodian works independently to complete daily, weekly, monthly, and quarterly cleaning schedules and follows established work plans, cleaning procedures, and safety practices. The position requires strong attention to detail, reliability, physical stamina, and the ability to identify and report maintenance or building concerns appropriately.

Primary Responsibilities

Facility Cleaning and Sanitation – 50%

Performs routine custodial and sanitation duties to maintain the cleanliness and appearance of office spaces, washrooms, entrances, common areas, and other assigned facilities. Completes sweeping, mopping, dusting, garbage removal, recycling collection, and cleaning of surfaces, fixtures, and equipment. Cleans and sanitizes bathrooms including toilets, sinks, mirrors, counters, and related areas while ensuring supplies such as toilet paper, soap, and paper towels are replenished as required. Completes assigned cleaning schedules and checklists including daily, weekly, monthly, and quarterly cleaning tasks while maintaining consistent cleaning standards and attention to detail.

Building Maintenance and Operational Support – 20%

Supports the general upkeep and presentation of organizational facilities by identifying and reporting maintenance concerns, damages, safety hazards, or operational issues to the appropriate supervisor. Assists with window cleaning and minor building upkeep duties as required. Supports safe and accessible building conditions by performing basic outdoor maintenance including salting walkways, clearing snow from entrances and stairs when required, and removing leaves or debris from entryways and surrounding areas.

Inventory and Supply Coordination – 15%

Monitors custodial supply levels and informs supervisors when cleaning products, paper supplies, or related inventory require replenishment. Maintains organized storage of

cleaning supplies and equipment while ensuring products are used safely and appropriately according to workplace procedures and safety standards.

Administrative and Team Support – 15%

Maintains accurate timesheets and submits required documentation to the appropriate supervisors for payroll purposes. Demonstrates the ability to work independently while following assigned schedules, work plans, and operational expectations. Communicates respectfully and professionally with employees, community members, clients, and visitors while contributing positively within the workplace environment. Completes additional custodial or operational duties as assigned to support organizational needs.

Qualifications

Education & Experience

Previous custodial, janitorial, cleaning, or facility maintenance experience is considered an asset.

Previous experience working within Indigenous organizations or community-based environments is considered an asset.

Certification, Documentation Requirements

Satisfactory Criminal Record Check Required. Driver's License and ability to be insured. WHMIS 2015 Certificate (or willingness to obtain). First Aid Certificate (or willingness to obtain)

Varied Hours of Work Schedule

Sunday	7
Monday	4
Tuesday	4
Wednesday	4
Thursday	4

Physical and Sensory Demands

The position requires frequent standing, walking, bending, lifting, carrying, reaching, pushing, pulling, and repetitive cleaning activities. The role requires the ability to safely use custodial equipment, cleaning products, and tools while working in varying indoor and outdoor conditions. Must be able to lift and carry up to 30 lbs as required.

Work Environment

The Custodian works within office, wellness, and community facility environments that require regular cleaning, sanitation, and maintenance activities. The position may involve exposure to cleaning chemicals, dust, garbage, bodily fluids, outdoor weather conditions, and varying environmental conditions depending on operational requirements.

The role requires flexibility to respond to changing operational needs, cleaning priorities, and facility usage demands. Evening, weekend, or adjusted hours may occasionally be required to support organizational operations and community activities.

Health & Safety

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____