



EMPLOYMENT OPPORTUNITY

Custodian

Job Classification: Custodian – Part-Time (20 hours per week).

Competition #: 2023-28

About the Role

Reporting to the Team Lead, Custodial, this position cleans and ensure healthy, safe, and sanitary standards are adhered to at Vuntut Gwitchin Government (VGG) public buildings.

What you bring

- Knowledge and experience in cleaning standards and safety protocols;
- Knowledge of inventory control;
- Adherence to cleaning product protocols and instructions;
- Knowledge of workplace safety;
- Certification in First Aid and WHMIS are assets;
- Class 5 Driver's License with clean driver's abstract is an asset; and
- Current Criminal Records Check is required.

Working Conditions

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

What we offer

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$37.77/hr;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

The competition will remain open until filled.

Please forward your resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Custodian	Reports To: Team Lead, Custodial
Dept: Government Services	Location: Old Crow, YT
Staff: 0	Revision Date: September 2023
PURPOSE	
<p>The position cleans and and performs miscellaneous duties to ensure healthy, safe, and sanitary standards at Vuntut Gwitchin Government (VGG) public buildings.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Cleans all building premises including, but not limited to, offices, common rooms, corridors, walls, floors, windows, furniture, woodwork, toilets, lavatories, and fixtures by washing, shampooing, scrubbing, sweeping, dusting, and/or vacuum cleaning. Operates manual and power cleaning equipment (e.g., vacuum, floor cleaners, etc.) as required. • Removes all refuse from offices, restrooms, and breakrooms daily, and ensures refuse is properly disposed of and trash cans are empty and clean. • Replenishes and/or orders supplies such as soap, paper supplies, disinfectants, etc. Keeps supply and storage rooms tidy, and stores products as per instructions. • Assures building security during assigned hours. Lock doors, and close windows, turns off lights when room is not in use, monitors facilities for fire hazards and reports to Manager as required. • Ensures building entrances are safe by removing snow, mud/dirt, and debris. • Reports any incidents or safety concerns to the Coordinator. • Assists to maintain a safe environment by communicating building concerns if identified, and by being a point of contact to assist responding to issues that arise onsite for community events. 	
ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • Maintains VGG safety and sanitation standards. • The health and safety of staff, citizens and members of the public when working at or visiting a VGG building. • Monitoring supply levels ensure required products are available when needed. • Adherence to cleaning product protocols and instructions. 	

- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

WORKING CONDITIONS

Environment:	Work takes place at various VGG buildings.
Physical:	Continuous standing, walking, bending, lifting, and pushing heavy objects, operating medium weight cleaning equipment.
Hazards/equipment:	Exposure to odors, fumes, cleaning machinery and toxic cleaning products which can cause injury, illness and/or skin irritations or rashes.
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Experience performing custodial tasks and using chemical products.
Behavioral Competencies	<ul style="list-style-type: none">• Client service• Respect• Communication• Self-awareness• Time management• Teamwork• Adaptability• Initiative
Conditions of Employment	<ul style="list-style-type: none">• Satisfactory Criminal Record Check• WHMIS and First Aid Certification