



Pasqua FIRST NATION

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INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

CHIEF BEN MEMORIAL HALL – CUSTODIAN

Job Summary

Reporting to the P.F.N. Public Works Manager, The Custodian position is for the Pasqua First Nation Chief Ben Memorial Hall and Kitchen. The Custodian is responsible for ensuring that the building is kept in the highest standard of cleanliness.

Duties and Responsibilities

- The custodian will ensure that the building, including the kitchen, is cleaned daily, tasks completed must be recorded and logged on a daily basis.
- Complete inventory of cleaning supplies (stocked and recorded).
- Purchase orders and shipment/invoices are to be submitted to the finance department.
- Carry out a weekly inventory of supplies.
- Set up and take down tables and chairs for feasts, wakes/funerals, etc.
- Obtain prior approval from the Public Works Manager for work related absences.
- Complies with confidentiality requirements.
- Perform the needed seasonal tasks such as washing walls, floor cleaning, windows, etc.

Specifically

1. Facility Maintenance
 - Monitor facility entrances to ensure that there are clean and free of debris.
 - Dusting, ensure that all light fixtures and switches are dust free.
 - Vacuum all floor rugs daily.
 - Wash tiled or linoleum floors daily.
 - Clean and disinfect coffee pots, dishes, utensils, pots, and put away.
 - Ensure that washrooms are cleaned with disinfectant daily.



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- All mirrors, glass and appliances wiped daily with window cleaner.
- Empty all garbage cans daily and dispose of all garbage.
- Kitchen: Sweep, Mop, Dishes (wash and put away), empty all garbage cans, etc.
- Make sure all food is properly stored and/or disposed of.

2. Property Maintenance

- Ensure that outside windows are cleaned.
- Pick up and dispose of garbage, bugs, cobwebs on outside building walls, around property.
- Clear entrances – sweep, shovel, etc.

3. Seasonal Cleaning

- Washing walls, light fixtures, appliances (refrigerators, stoves, and microwaves).
- Coordinate shampooing of floor carpets annually.
- Other cleaning duties as requested.

Qualifications:

- Grade 12 or equivalent training
- Valid driver's license and reliable vehicle
- WHMIS Training or willingness to train
- Good communication skills
- Valid CPR & First Aid certification

To Apply: Please submit a cover letter, resume, and three (3) references to:

hr@pasquafn.ca

Candidates will be shortlisted for interviewing.

Closing Date: March 31st, 2026

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.