



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Office Cleaner – Contracted Position
OFFICE: Regional Office
LOCATION: Opaskwayak, Manitoba

Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.

Our agency will strive to maintain family unity.

POSITION SUMMARY:

Under the general direction of the Executive Administrative Assistant, the Office Cleaner will provide cleaning services for Cree Nation Child & Family Caring Agency Regional Offices.

RESPONSIBILITIES:

- Empty trash cans, at end of night take garbage bags to garbage sheds outside mall
- Sweep, mop, vacuum floors. Empty mop bucket
- Dust surfaces as necessary, including desks
- Clean glass on doors & dividers as needed
- Clean common touch points (switches, handles)
- Wipe down boardroom tables, furniture, etc.
- Clean washrooms (mirrors, toilets, floors, sinks)
- Clean mop heads, brooms, vacuum filters
- Light cleaning in coffee rooms (floors, trash cans). Staff responsible for keeping area clean
- Advise when cleaning supplies need restocking
- Weekly: Restock washrooms (cleaning supplies, soap, toilet paper, paper towel, air freshener)
- Weekly: Use Victory Electrostatic Sprayer for sanitizing & disinfecting all offices/areas
- Monthly: Deep clean kitchen/staff rooms including appliances
- A fee may be charged for lost keys
- Staff will place garbage cans outside their offices to be emptied. Clean office if door is left open
- Garbage must be removed to the garbage sheds daily. If the compound is locked the mall janitor can open it. Garbage bags are not to be left with the mall janitor.

EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent
- Ability to work independently
- Good organizational skills

CONDITIONS OF EMPLOYMENT:

- Must pass a criminal records check, child abuse and prior check
- Cannot be active on a protection case
- Maintain absolute confidentiality
- Other duties related to the position may be assigned
- Only the individual named on the Custodian Employment Agreement is permitted access to CNCFCA offices

Deadline: February 13, 2025

**SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED
“PERSONAL & CONFIDENTIAL” TO:**

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB R0B 2J0
Fax: 204-623-3847
Email: hr@creenation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

“Please visit our website at <https://creenation.ca>”