



## CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

**POSITION:** Custodian – (1) Contracted Position  
**OFFICE:** Regional Offices  
**LOCATION:** Opaskwayak, Manitoba

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*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 Custodians 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.
- Dust surfaces as necessary, including desks
- Clean the glass on doors & dividers as needed
- Clean common touch points (switches, handles)
- Wipe down boardroom tables, furniture, etc.
- Clean washrooms
- Clean mop heads, brooms, vacuum filters
- Light cleaning in coffee rooms (floors, trash cans).
- 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

### **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: October 31, 2025 @ 4:00pm**

**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](mailto: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>”**