CREE NATION CHILD & FAMILY CARING AGENCY
JOB OPPORTUNITY

POSITION: **Custodian – Contracted Position**
OFFICE: **Flin Flon Office**
LOCATION: **Flin Flon, 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 Unit Supervisor, the Custodians will provide cleaning services for Cree Nation Child & Family Caring Agency Flin Flon Office.

RESPONSIBILITIES:
- Empty trash cans, at end of night take garbage bags to garbage sheds
- 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)
- 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: November 26, 2026 @ 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: 204-623-38473
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"