



Custodian

Permanent, Full-Time (37.5 hours/week)

Competition #: 2025-15

Location: Based out of the Yaqit ʔa-knuqʔiʔit Administration Office

Position Summary:

Yaqit ʔa-knuqʔiʔit First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. Yaqit ʔa-knuqʔiʔit First Nation is seeking a reliable Custodian to keep our facilities clean, safe, and welcoming for staff, community members, and visitors. This role involves daily cleaning, light maintenance, and seasonal upkeep while supporting a respectful and culturally safe environment.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by maintaining facilities in a way that supports a welcoming and respectful environment, respecting and supporting the cultural values, traditions, and practices of Yaqit ʔa-knuqʔiʔit in all work performed, and ensuring confidentiality, professionalism, and dignity when working in community spaces.

Responsibilities:

- Perform daily cleaning of offices, washrooms, meeting rooms, kitchens, hallways, and common areas.
- Sweep, mop, vacuum, dust, disinfect, and restock supplies as required.
- Clean and disinfect washrooms and kitchens, including sinks, counters, toilets, fixtures, and appliances.
- Empty and properly dispose of garbage and recycling; maintain cleanliness around entrances and exits.
- Wash windows, doors, walls, and other surfaces as needed.
- Set up and take down tables, chairs, and equipment for meetings or events.
- Support light maintenance tasks and promptly report repair or safety concerns to the manager.
- Assist with snow removal, salting walkways, and other seasonal exterior upkeep.
- Safely operate and maintain custodial equipment and cleaning supplies.
- Follow occupational health and safety standards, including safe handling of cleaning chemicals.
- Other duties, as assigned.

Qualifications:

Required Education and Experience:

- High school diploma or equivalent.
- Previous custodial, janitorial, or building maintenance experience preferred.
- Able to lift up to 40 lbs, bend, stretch, and work on feet for extended periods.
- Basic knowledge of cleaning methods, supplies, and equipment.
- Criminal Record Check (including Vulnerable Sector Check) required upon hiring.
- Valid Class 5 BC Driver's License with clean drivers abstract.

Required Knowledge, Skills, and Abilities:

- Reliable and responsible with a strong commitment to cleanliness and safety.
- Ability to work independently with minimal supervision.
- Strong time management and organizational skills.
- Good communication and interpersonal skills; respectful when working in community spaces.
- Knowledge of safe cleaning practices and occupational health and safety standards.
- Culturally sensitive and respectful in interactions with staff and community members.
- Basic knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Compensation:

- \$21.15 – \$26.68 per hour
- Medical, Dental, Disability and Life Insurance plans.
- Standard benefits as a Federally Regulated Employer.

Application Process:

Please send your resume and cover letter by September 17, 2025, at 12:30pm MST to:

Email: hr@tobaccoplains.org

Or mail to:

Human Resources
Yaq̓it ʔa-knuq̓i'it First Nation
PO Box 76, Grasmere BC V0B 1R0