



## **Custodian**

Permanent, Full-Time (37.5 hours/week)

**Competition #: 2025-16**

**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:**

**Applications will be accepted until the position is filled.**

**Email:** [hr@tobaccoplains.org](mailto:hr@tobaccoplains.org)

**Or mail to:**

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



## Job Description

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|------------------------|---------------------------------------------------------------------|
| <b>POSITION TITLE:</b> | Custodian                                                           |
| <b>LOCATION:</b>       | Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Band), Grasmere, BC |
| <b>DEPARTMENT:</b>     | Shared Services                                                     |
| <b>CLASSIFICATION:</b> | Staff                                                               |
| <b>REPORTS TO:</b>     | Office Manager                                                      |

### JOB SUMMARY:

The Custodian is responsible for ensuring that Yaqit ʔa·knuqʔiʔit facilities are clean, safe, and welcoming for staff, community members, and visitors. This position performs a variety of custodial and light maintenance tasks to support the health, safety, and comfort of building users. The Custodian plays a vital role in creating a positive environment that reflects the values of Yaqit ʔa·knuqʔiʔit First Nation.

### CULTURAL SAFETY:

All positions at Yaqit ʔa·knuqʔiʔit First Nation must serve the ʔakanuxunikʔ people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- 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.
- Ensuring confidentiality, professionalism, and dignity when working in community spaces.

### KEY 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.

### KEY COMPETENCIES:

- 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.

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| <b>QUALIFICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Previous custodial, janitorial, or building maintenance experience preferred.</li> <li>• Able to lift up to 40 lbs, bend, stretch, and work on feet for extended periods.</li> <li>• Basic knowledge of cleaning methods, supplies, and equipment.</li> <li>• Criminal Record Check (including Vulnerable Sector Check) required upon hiring.</li> <li>• Valid Class 5 BC Driver's License with clean drivers abstract.</li> </ul>                     |
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| <b>WORKING CONDITIONS/ JOB ENVIRONMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Physical Demands – Frequent walking, standing, bending, lifting, and carrying of supplies and equipment.</li> <li>• Environment – Work performed indoors and outdoors in all weather conditions; exposure to cleaning chemicals.</li> <li>• Mental Effort – Requires attention to detail and ability to manage time across multiple tasks.</li> <li>• Position Type/Expected Hours of Work – Full-time, Monday to Friday, with flexibility for evening or weekend work to support events.</li> </ul> |
| <i>The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.</i>                                                                                                                                                                                                                                                                                                  |
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