



## **MISTIKASKIY OHIPIKIHAWASOWIN MAMAWINTOWIN SOCIETY (MOMS)**

### **CHILD and FAMILY SERVICES**

#### **Custodian-Full Time**

MOMS Society is a newly delegated First Nation Child and Family Services authority servicing the communities within the Woodland Cree First Nation. Through the Society, the Woodland Cree First Nation is embarking on a journey to reclaim and redesign how child welfare (protection, family enhancement and prevention) are delivered to Woodland Cree members. The Society is seeking to hire a full-time energetic Custodian. The applicant must be physically capable of lifting, bending, stretching, walking, standing on feet for extended periods of time. Must be able to operate small hand tools and operate small machinery. The applicant must have excellent time management and organizational skills.

#### **Duties and Responsibilities**

1. Required to empty garbage receptacles daily
2. Ensure all floors are swept and mopped daily
3. Ensure all bathrooms are maintained and cleaned daily
4. Kitchen area maintained and cleaned daily
5. Ensures all doors, windows, counters, desks are cleaned and or sanitized
6. Ensures all entry ways are kept clean and free from debris (Interior and Exterior)
7. Ensures overall cleanliness of building
8. Required to perform building maintenance
9. Required to order supplies and keep inventory
10. Required to maintain lawn and walkways
11. Required to perform other duties as assigned

#### **Requirements**

##### ***Education:***

1. Minimum grade twelve diploma
2. Custodian or building maintenance training /certificate will be considered an asset
3. Demonstrated ability to work in independently and in a team environment
4. Excellent interpersonal skills
5. Ability to speak and/or understand the Cree language is a definite asset
6. Valid class five driver's license and a reliable vehicle a definite must

##### ***Required Skills:***

Previous experience with custodial duties and or building maintenance. Strong time management skills and ability to work under pressure. Ability to work as an integral member of a team. A Criminal Records check that includes Vulnerable Persons and CFS Intervention Record checks are required. Further information regarding the Job Description email [reception@moms-cfs.net](mailto:reception@moms-cfs.net).

**The deadline for applications is July 29, 2022, or until a qualified applicant is recruited**

Please send cover letter, resume, and copies of certificates to  
Irene Belcourt and Yvette Dennehy  
[irenebelcourt@moms-cfs.net](mailto:irenebelcourt@moms-cfs.net) and [yvettedennehy@moms-cfs.net](mailto:yvettedennehy@moms-cfs.net)