



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY:

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Custodian (Part Time)

Public Works DEPARTMENT

Status:	Type (and length if term)
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	20 – 25 hrs. per week
Salary Range:	Competitive
Closing Date:	September 30, 2026

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can learn more at www.whitecapdakota.com

POSITION OVERVIEW

WDN is seeking a talented and motivated Custodian to join our dynamic team. This role offers an opportunity to support the Public Works Department on a part time basis.

KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Custodian Supervisor, the Employee will:

- Provide daily, weekly, and monthly cleaning services to assigned WDN buildings and public spaces, WDN offices, and other assets as assigned by the Custodian Supervisor.
- Provide back-up relief for other WDN Custodians as required.
- Perform cleaning duties: sweep and mop floors, vacuum mats and carpets, dust furniture and fixtures, wash walls and windows, wash dishes and/or load dishwashers as required.
- Clean and sanitize restrooms, restock supplies, and ensure they are clean, sanitized and functional.
- Empty trash receptacles, dispose of waste, and ensure proper recycling procedures are followed.
- Maintain cleaning equipment, ensure it is in good working order, and report any malfunctions.
- Monitor cleaning supply inventory and notify supervisor when supplies need to be replenished.
- Perform minor repairs to building fixtures and equipment, such as changing light bulbs, replacing batteries, changing furnace filters, etc.
- Report any major maintenance and repair needs to the Custodian Supervisor.
- Ensure buildings are locked and secure after cleaning and report any suspicious activity.
- Read and follow manufacturers' instructions for safe use of cleaning and disinfecting products.
- Move heavy furniture to ensure hard to reach places are properly cleaned.



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- Maintain outside areas of public entrances and accesses to ensure they are clear of debris, garbage and, when required, light snow removal.
- Accept and respond to customer inquiries and complaints, dealing with all contacts in a courteous, friendly, and efficient manner to promote a high standard of customer care and service.
- Wear and use Personal Protective Equipment (PPE) as required or suggested by product manufacturers.
- Adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training.
- Other related duties as assigned.

QUALIFICATIONS

- Completion of Grade 12 or equivalent, relevant experience will be considered
- Understanding of proper cleaning techniques
- Knowledge of sanitation principles, cleaning equipment operation and chemical usage is important
- Must have WHMIS certification or be able to complete WHMIS training provided by the WDN to attain certification
- Ability to stand, walk, bend, and lift for extended periods
- Attention to detail
- Ability to work independently to manage time to complete tasks without direct supervision
- Effective communication skills with supervisors and other staff are essential
- Respect for privacy and confidentiality is essential
- High level of professionalism is expected

Must possess and maintain a valid Class 5 Saskatchewan driver's license and a reliable vehicle

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

APPLICATION PROCESS

Submit a cover letter and resume by email to: employment@whitecapdakota.com

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.