



**The Western Cree Tribal Council is seeking to fill the position of:**

**CUSTODIAN  
(1 Year Term)**

*This employment opportunity will be at our Western Cree Tribal Council Office located at #109, 9824-97 Avenue, Grande Prairie, AB.*

The following list is not exclusive and can be altered, detailed, or added to as indicated by the C.E.O. in writing. The custodian must also ensure that:

**Duties – Daily**

- Clean boardroom table
- Vacuuming
- Sweep & mop floors
- Clean coffee pots & cups
- Empty garbage cans and dispose of
- Clean bathroom – including sink and toilet
- Replace all toilet paper, paper towels etc. when necessary
- Wipe down desks and computer screens
- Wash sinks
- Clean entrance
- Clean walkways of snow, ice & obstruction as required
- All windows, doors and entrances are securely locked when they vacate the premises.
- Ensure all cleaning supplies are secured and locked in a location provided by WCTC
- All information/correspondence must remain in the office.
- No additional individuals are allowed in the WCTC office besides authorized staff.
- No other individuals/minors may perform the custodial services.
- No subcontracting of this service
- Supply to WCTC a monthly report on cleaning supplies inventory and requirements

**Weekly Duties**

- Wash windows – inside and out
- Clean all window coverings

**1 – 3 months or as required**

- Wash walls
- Steam clean carpets

The closing date for this position is **December 1, 2023, at 4:00 p.m.** and no resumes will be accepted after this deadline.

**Please fax: 780-532-3339 or email: [director.techservices@westerncree.ca](mailto:director.techservices@westerncree.ca)**

Western Cree Tribal Council  
Attn: Jason Savard  
#109, 9824 – 97 Avenue  
Grande Prairie, AB T8V 7K2  
Phone: (780) 532-3009  
Fax: (780) 532-3339