



Custodian (Tachet Administration Office)

Job Posting

Position Title:	Custodian
Hours:	5-7 hours per week
Wage:	\$19.53 - \$29.29 per hour <i>(starting wage commensurate with experience)</i>
Start Date:	ASAP

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a dependable and detail-oriented individual to join our team as a Custodian for the Tachet Administration Office. The Custodian is responsible for maintaining a clean, safe, and welcoming environment for staff, community members, and visitors. The Custodian plays an important role in supporting daily operations by ensuring the building (inside and outside) is well-maintained, sanitized, and presentable at all times.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Perform routine cleaning duties such as sweeping, mopping, vacuuming, and dusting in offices, bathrooms, kitchens, and common areas.
- Clean and sanitize washrooms, restock supplies, and dispose of garbage and recycling.
- Maintain the cleanliness of building entrances, hallways, and outdoor walkways.
- Monitor and report any maintenance or safety concerns (e.g., broken fixtures, plumbing issues, lighting).
- Complete a bi-annual deep clean: strip and wax floors and steam clean carpets.
- Assist with room set-up and take-down for meetings, events, and community functions.
- Maintain inventory to ensure janitorial supplies are stocked and organized.
- Follow cleaning schedules and checklists to meet health and safety standards.
- Move light loads of supplies from time to time.
- Perform light snow removal and outdoor tidying as needed.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- High school diploma, GED, or equivalent.
- WHIMIS Certification.
- Minimum of one (1) year of experience in custodial or janitorial work.



Custodian (Tachet Administration Office)

Job Posting

Skills & Abilities

- Previous experience in janitorial or custodial work preferred.
- Knowledge of safe cleaning practices and chemical handling.
- Ability to work independently and complete tasks efficiently.
- Physically able to lift, bend, stretch, and stand for long periods.
- Dependable, punctual, and detail-oriented.
- Willingness to follow instructions and safety protocols.
- Able to work independently and collaboratively in a team setting.
- Demonstrates respect, flexibility, and a positive attitude.

Position-Specific Competencies

- Reliability: Consistently fulfills responsibilities and ensures facilities are clean and safe.
- Attention to Detail: Thorough and careful in all cleaning and maintenance tasks.
- Safety Awareness: Identifies potential hazards and works to prevent accidents.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License is an asset.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Physically demanding role requiring regular lifting, standing, and manual work.
- Indoor and occasional outdoor work in varying weather conditions.
- May be required to respond to urgent cleaning or maintenance requests.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources

Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.