



One Arrow First Nation Employment Opportunity

Custodian – Health Clinic (Full-time Position) & Casual Pool Positions

POSITION SUMMARY:

Reporting to the Health Director, the Custodian is responsible for cleaning, sanitizing, and maintaining the facility to ensure a safe and healthy environment for patients and staff. Key duties include daily cleaning of all areas, such as patient rooms, offices, Staff Kitchen and restrooms; disinfecting high-touch surfaces; trash and recycling management; and restocking supplies. The Custodian is required to follow specific safety protocols for handling cleaning chemicals and biohazards.

RESPONSIBILITIES:

- Sweep, mop, scrub and vacuum floors in all areas including hallways, waiting rooms, and offices.
- Clean and disinfect restrooms, stocking them with supplies like soap, paper towels, and toilet paper.
- Dust furniture, fixtures and equipment.
- Clean windows, glass partitions, and mirrors; weekly or monthly as required.
- Sanitize high-touch areas like doorknobs, counters and reception desks daily.
- Empty and clean all trash and recycling receptacles throughout the clinic.
- Ensure proper disposal of waste, including medical waste if applicable and trained.
- Follow all safety protocols for handling cleaning chemicals and equipment, including using appropriate personal protective equipment
- Lock all doors and windows at the end of the shift.
- Be aware of safety hazards and report them to management.
- Monitor and manage cleaning supplies, requesting replenishment as needed.
- Follow OAFN Human Resources, Finance and other policies and procedures in the performance of duties.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Experience working with First Nations and a good understanding of First Nations Health and social issues, history, traditions, and values;
- Have a minimum of two years experience in a similar position;
- Good attitude and attentiveness to tasks;
- Time management skills;
- Work independently and within a team;
- Ability to manage competing priorities;
- Occasional requirement to work evenings &/or weekends
- As a condition of employment must provide:
 - A current CPIC and Vulnerable Sector Check;
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

Please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

Deadline: October 30, 2026