CAREER OPPORTUNITY

INTERNAL/EXTERNAL

Classification:	Regulated – Level 1	**Title:**	Custodian
Location:	North Battleford	**Competition #:**	64-BC-2627
Date Posted:	November 18, 2026	**Closing Date:**	November 30, 2026 at noon
Term:	January 4, 2026 – June 30, 2026 Part-Time, Term (444 hours, schedule is a combination of mornings, afternoons and evenings)	**Salary Range:**	As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Maintenance Custodian, this position provides general custodial duties for College classrooms, offices, washrooms and common areas as required. The duties will include but will not be limited to:

- Follow a detailed cleaning schedule to provide general cleaning duties, including but not limited to dusting, cleaning and washing floors, walls, windows, waxing floors, cleaning furniture, disposing of garbage, cleaning and disinfecting washrooms.
- Attend to seasonal ground maintenance, snow removal, grass cutting and litter pickup as required.
- Maintain secure storage and inventory of custodial supplies and equipment.
- Report and respond to emergency calls for custodial assistance.
- Assist with setup of program facilities.
- Provides input to maintenance planning.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- A minimum of a secondary school grade 10 level of education.
- Experience in a janitorial role.
- Knowledge of sanitation principles, use of standard cleaning practices and procedures, operation of cleaning equipment and storage techniques for various chemical-based cleaning agents.
- Knowledge of building systems, yard work and minor maintenance.
- Demonstrated ability with operation of basic tools, commercial landscaping and snow removal equipment.
- Knowledge of WHMIS.
- Ability to maintain confidentiality regarding information of the organization.
- Knowledge of and ability to operate standard office administration computer software programs and applications including word processing, e-mail and internet.
- Ability to work co-operatively with others and perform duties in a courteous, tactful and respectful manner.
- Ability to listen, comprehend and ask clear concise questions to obtain relevant information and respond to inquiries from staff.
- Ability to work in a multi-cultural environment and respect diversity and individual dignity.
- Demonstrated ability to work with minimum supervision using sound judgment and decision-making skills.
- Ability to maintain records and operational systems logs.
- Ability to plan, organize, schedule and prioritize work and perform effectively taking into account interruptions, conflicting and changing priorities and application of deadlines.
- Ability to adapt and respond to various situations as they arise.
- Physical ability to perform standard custodial duties, including but not limited to standing, walking, carrying, bending, stooping, climbing, lifting and moving heavy objects and operating machines and equipment
- Must be able to work scheduled hours including shift and weekend work.
- Must be bondable.
- A satisfactory criminal records check is a condition of employment with North West College.

If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at **www.northwestcollegeca**. Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #23-BC-2122

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca