

**The Pas Friendship Centre Inc.**  
**Job Opportunity**  
**Custodian**

**Job Summary**

The successful candidate will report to the Executive Manager and works in accordance with the mission of The Pas Friendship Centre Inc. The Custodian will ensure the cleanliness and general maintenance of The Pas Friendship Centre Inc. properties.

**Salary:** \$18.00 Per Hour

**Days and Hours of work:** Monday to Friday (occasional weekends), 8:30-4:30 hours

**Requirements**

- Must have a valid driver's license

**Primary responsibilities**

- Cleaning and general maintenance for properties of The Pas Friendship Centre
- Performs routine upkeep and general cleaning of exterior premises and the related grounds, green space, pedestrian, and traffic areas
- Completes non-routine cleaning and special projects as assigned
- Responds to emergency cleaning and upkeep requests as needed
- Prepares space for programs, services, meetings, and take down of same.
- Monitor and upkeep all building equipment and supplies as required
- Other duties as assigned

**Qualifications and Competence**

- Ability to work independently or in a team setting
- Excellent communication, writing, documentation, and organizational skills
- Understands and maintains clientele/worker boundaries
- Strong physical and mental ability to perform work tasks and operate job related equipment
- Must have clear Criminal Records check, Child Abuse check and Vulnerable Persons check.

**Detailed job description on request.**

- **APPLY:** Submit cover letter and resume to: Dena Johnson, Executive Manager, P.O. Box 2648, The Pas, MB R9A 1R7 or email: [e.manager@thepasfc.com](mailto:e.manager@thepasfc.com)