



## **CROSS LAKE EDUCATION AUTHORITY**

### Cross Lake Head Office:

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### Winnipeg Exchange Office:

620 – 240 Graham Ave  
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### **CAREER OPPORTUNITY**

#### **Custodian, Otter Nelson River School**

Cross Lake, MB

Casual Position

#### **Competition #2025-13**

Cross Lake Education Authority is seeking a dedicated and hardworking individuals for casual positions of a Custodian.

### **POSITION SUMMARY**

Reports to the Maintenance Supervisor, Otter Nelson River School. They will be responsible for daily cleaning and maintenance of the ONR school, ensuring they remain sanitary and functional. The incumbent will perform routine custodial tasks and minor maintenance duties to keep classrooms, offices, boardrooms, and common areas in good condition.

### **KEY RESPONSIBILITIES**

- Clean and sanitize offices, classrooms, boardrooms, hallways, lunchroom, and common areas.
- Empty garbage and recycling bins daily.
- Maintain floors by sweeping, mopping, and vacuuming as needed.
- Restock supplies and ensure facilities are in good condition.
- Report maintenance issues as necessary.
- Ensure security of buildings by locking doors.
- Assist with setup and cleanup for events and meetings.
- Follow workplace health and safety regulations and procedures.
- Perform other general duties as required and directed.

### **QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- Minimum Grade 10 education; previous experience in custodial work is an asset.
- Ability to work independently and follow instructions.
- Strong attention to detail and work ethic.
- Physical ability to lift, bend, and perform manual labor tasks.
- Knowledge of cleaning procedures, safety standards, and proper use of cleaning equipment.
- Ability to speak Cree is an asset.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

**Human Resources  
Cross Lake Education Authority  
P.O. Box 370, Cross Lake, MB R0B 0J0  
Email: [hr@clea.mb.ca](mailto:hr@clea.mb.ca)**

Deadline to apply: **Open until filled**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

**Please visit our website at <https://crosslakeeducation.ca>**