



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
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Part-Time Custodian – Daycare & Cultural Centre

Department: HeadStart (Daycare) & Language & Culture Department

Reports to: Health Director & Director of Language & Culture (dual reporting)

Location: Wuikinuxv Village, Rivers Inlet, BC

Status: Part-time, onsite (evenings and/or early mornings preferred)

Hours: 20 hours/week, schedule may flex around events and program times

Compensation: \$27/hour (plus statutory benefits as applicable)

Posting closes: November 16, 2025

Position Summary

The Part-Time Custodian keeps the Daycare and Cultural Centre clean, safe, and welcoming. This role focuses on daily sanitization of high-touch areas in the Daycare to meet licensing/public health standards, and routine cleaning/turnover for the Cultural Centre, including special event set-up/take-down support as needed. The Custodian works independently, follows checklists, and communicates supply needs and facility issues promptly.

Key Responsibilities

Daycare (Early Learning) – Daily

- Clean and disinfect classrooms, washrooms, changing areas, kitchenettes/food prep surfaces, toys/equipment (per rotation), doorknobs, light switches, railings, and other high-touch surfaces.
- Dry/wet mop floors; spot clean and deep clean as scheduled.
- Empty, reline, and remove garbage/recycling/diaper waste to designated bins; maintain odor control.
- Launder program linens (e.g., cot sheets/blankets, towels) as scheduled; manage labeled storage.
- Refill soap, paper towels, toilet paper, sanitizer; maintain clean supply/storage areas.
- Inspect play areas for hazards; report maintenance issues (e.g., loose fixtures, leaks).
- Follow toy/material sanitization schedules (e.g., daily wipe-down; weekly deep sanitizing bins).
- Maintain exterior entry cleanliness (walkway sweep, de-icing/sanding alerts in winter).

Cultural Centre / Big House – Routine & Events

- Sweep, vacuum, and mop main hall, stage, green rooms, offices, exhibit spaces, and entries.
- Clean and restock washrooms and backstage areas; monitor during events as scheduled.
- Set up/take down tables, chairs, portable barriers, and light equipment as directed.
- Clean kitchen/server surfaces after events (wipe, sanitize, sweep/mop); empty waste.
- Spot clean walls/doors; remove scuffs, fingerprints; polish glass/display cases as applicable.
- Coordinate with staff for event turnover timelines; prioritize safety and unobtrusive work.

Health, Safety & Compliance

- Follow daycare licensing/public health cleaning protocols, checklists, and logs.
- Use PPE and approved chemicals per WHMIS, label and store chemicals safely.
- Maintain accurate cleaning logs (daily/weekly/monthly) and toy-sanitization records.
- Practice safe ladder uses and material handling, report hazards immediately.
- Respect cultural protocols in the Big House/Cultural Centre; handle cultural items only as directed.
- Support emergency response (spill kits, sharps container procedures if applicable).

Supplies & Communication

- Monitor inventory; submit timely purchase requests for cleaners, paper goods, liners, PPE.
- Report facility issues (plumbing, lighting, flooring, pests) via maintenance request process.
- Attend brief check-ins or training courses; contribute to continual improvement of checklists.

Qualifications

- 1+ year custodial/janitorial experience in schools, childcare, health, or public facilities preferred.
- Knowledge of cleaning and disinfection best practices; ability to read SDS/labels (WHMIS).
- Clear Criminal Record Check with Vulnerable Sector (required prior to start).
- Up-to-date immunizations per childcare/public health guidance (provide documentation if required).
- First Aid/CPR-C an asset; FoodSafe Level 1 an asset for servers/kitchen areas.

- Ability to lift/push/pull up to 50 lbs., stand/walk for extended periods, and use small ladders safely.
- Reliable, punctual, able to work independently and maintain accurate logs.
- Culturally respectful; experience working with First Nations communities is an asset.
- Valid Class 5 driver's license an asset.

Work Conditions

- Evening/early-morning shifts when children are not present; some weekend/event shifts.
- Exposure to cleaning agents (with PPE), occasional noise during event turnover.
- Rotating deep cleans during closures/PD days and seasonal events.

Success Indicators

- Cleanliness meets licensing/public health standards; logs are complete and accurate.
- Minimal supply outages: issues reported promptly and resolved quickly.
- Positive feedback from staff, families, Elders, and visitors about facility readiness.

How to Apply

Send your resume and an application form to health_director@wuikinuxv.net with subject "Part-Time Custodian – Daycare & Cultural Centre" by November 16, 2025.

Daily/Weekly Custodial Checklist

(attach to clipboard/logbook)

Daycare – Daily

- ☐ Empty garbage/diaper waste; reline bins
- ☐ Disinfect: doorknobs, switches, railings, tables, chairs, cots, sinks, faucets
- ☐ Washrooms: toilets, seats, handles, sinks, mirrors; restock supplies
- ☐ Floors: sweep & damp-mop; spot clean spills
- ☐ Kitchenette/food prep: sanitize counters, handles, appliances' exteriors
- ☐ Toys/sensory bins: wipe or place in sanitizing rotation as scheduled
- ☐ Laundry (sheets/blankets/towels) per rotation; dry and store
- ☐ Entry/exterior step sweep; check mats for trip hazards
- ☐ Complete daily log

Daycare – Weekly

- ☐ Deep clean toy sets per rotation; disinfect storage bins/shelves
- ☐ Spot clean walls/doors, windows (interior), and baseboards
- ☐ Dust vents, ledges, and fixtures reachable by step stool
- ☐ Deep mop and neutralize floors; scrub grout where needed

Cultural Centre – Routine

- ☐ Sweep/vacuum/mop main hall, stage, entries
- ☐ Washrooms: clean and restock
- ☐ Waste & recycling removal; reline bins
- ☐ Glass/door spot clean; dust displays as directed
- ☐ Complete routine log

Cultural Centre – Post-Event

- ☐ Tables/chairs wiped, stacked/stored per layout plan
- ☐ Kitchen/server sanitized; floors mopped
- ☐ Washrooms checked/restocked
- ☐ Final walkthrough; lights off/doors secured

Supplies (starter list)

- Approved disinfectant (daycare-safe), all-purpose cleaner, glass cleaner
- Microfibre cloths (colour-coded), mops/buckets, vacuum with HEPA filter
- Garbage & diaper bin liners, paper towels, toilet tissue, hand soap, sanitizer
- PPE: gloves, masks as needed, safety glasses; labelled spray bottles
- Laundry detergent, deodorizer safe for childcare