
Custodian—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 1

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2007** to provide **affordable, adequate and suitable** housing to moderate to high income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Together with our sister organization Métis Urban Housing Corporation, we offer subsidized and affordable housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Capital Housing and its sister organization Métis Urban Housing Corporation (MUHC), visit our website at metishousing.ca

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THE OPPORTUNITY

The Custodian is responsible for performing custodial duties, minor maintenance, and other related tasks to ensure that common areas in rental units, buildings, and facilities within the MUHC portfolio are maintained in a clean, safe, and sanitary condition.

Daily RESPONSIBILITIES

- Prepare spaces for the next day by removing trash, tidying furniture, and dusting surfaces.
- Sweep and mop floors; vacuum carpets.
- Wash and polish floors using a floor polisher.
- Clean and sanitize washrooms, including toilets and sinks; restock supplies (e.g., soap, paper towels).
- Spot clean walls and toilet partitions.
- Clean kitchen sinks and countertops.
- Remove fingerprints and marks from walls, doors, hardware, windows, glass, and mirrors.
- Perform post-renovation cleaning of rental units to prepare for new tenant occupancy.
- Apply insecticides to prevent pest infestations.
- Conduct minor maintenance and repairs (e.g., replacing light switches, fixing door handles, addressing minor leaks).
- Report significant damages to the Manager of Facility Operations.
- Secure buildings upon completion of cleaning by locking doors, closing windows, and setting alarms.
- Maintain cleanliness around building entrances and exits by removing snow, litter, and debris; may involve lifting heavy items or moving furniture.
- Assist in keeping the maintenance shop clean and organized.

Cleaning Supplies and Inventory Management

- Maintain cleaning equipment, tools, and storage areas in a safe, clean, and organized manner.
- Secure all storage areas.
- Ensure cleaning materials are properly labeled and stored.
- Maintain an up-to-date inventory of cleaning supplies.
- Replenish stock to ensure an adequate supply of materials is available at all times.
- Identify and report equipment in need of repair.

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QUALIFICATIONS***Education***

- Grade Twelve Diploma with a minimum of 1-3 years of related experience or an equivalent combination of education and relevant work experience.
- WHMIS and First Aid Certificates

Professional designation

- None

Competencies

- **Technical Proficiency:** Demonstrated ability to safely operate and maintain industrial cleaning equipment and tools.
- **Health and Safety Awareness:** Knowledge of proper handling and disposal of cleaning chemicals and hazardous materials in compliance with health and safety standards.
- **General Maintenance Aptitude:** Familiarity with basic landscaping and handyman tasks, including minor repairs.
- **Attention to Detail:** Thorough in completing tasks, ensuring cleanliness and maintenance meet high standards.
- **Organizational Skills:** Effectively manages time and tasks, maintains orderly storage areas, and keeps track of supplies and equipment.
- **Reliability and Accountability:** Consistently performs duties with minimal supervision, follows through on responsibilities, and reports issues promptly.
- **Adaptability:** Capable of responding to shifting priorities and unexpected challenges in a dynamic environment.
- **Communication:** Able to communicate effectively with colleagues and supervisors, especially in reporting maintenance issues or safety concerns.

WORKING CONDITIONS

Works in an office environment; usually works a standard workweek. Some overtime may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.