



Lake Babine Nation Early Years Custodian

Term Position from October 2026– March 2027

Position Title:	LBN Early Years Custodian
Department:	Lake Babine Nation Early Years Department
Reports To:	Katherine Blackwell
Hours:	0- 25 hours per week

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

LBN Early Years is looking for a custodian to clean two locations: the Woyenne Aboriginal Head Start and LBN Early Years Outreach space. LBN Early Years is A custodian working for LBN Early Years is responsible for maintaining a clean and safe environment for children as per Provincial Licensing. Custodians play a vital role in the overall well-being of the children in the care of the childcare centre, ensuring that they are provided with a safe and hygienic environment to learn and grow.

DUTIES & RESPONSIBILITIES

These duties and responsibilities are intended to give an overview of this position's regular activities and are not intended to create barriers or limits. Additional duties and responsibilities may be assigned as necessary.

Operations

These duties and responsibilities are intended to give an overview of this position's regular activities and are not intended to create barriers or limits. Additional duties and responsibilities may be assigned as necessary.

Operations

- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse
- Wash windows, counters, tables (top and bottom), chairs, interior walls and ceilings



Lake Babine Nation Early Years Custodian

Term Position from October 2026– March 2027

- Empty trash cans (inside and out) and other waste containers and deliver to the garbage bins daily
- Sweep, mop, scrub, vacuum and wax hallways, floors and stairs
- Sanitize all touchable surfaces (door knobs, light switches, cupboards)
- Clean snow and ice from walkways and put down salt if needed
- Cut grass and tend to outside grounds
- Clean and disinfect washrooms and fixtures
- Re-stock of necessary supplies (hand soap, paper towel, toilet paper)
- Fix minor repairs to HeadStart and Outreach space
- Clean all light fixtures
- May water and tend to plants
- Feed and sanitize class pet
- May move heavy furniture, equipment and supplies
- Ensure that security and safety measures are in place in the establishment
- Arrives ON TIME consistently to work and staff meetings
- Ensures work responsibilities are covered when absent and communicated to your supervisor
- If sick or going to be absent, must notify your supervisor no later than 7:30 AM daily

Administration

- Creates annual work plans to support operations and personal/professional development.
- Submits timesheets, requests, and documentation according to policies and procedures.
- Participates in professional development to support career growth.

MINIMUM REQUIRED QUALIFICATIONS

Education, Certifications, Training

- Completion of High School Diploma/Dogwood
- Understanding of Provincial Child Care rules and regulations around health and safety

Experience, Skills, Abilities



Lake Babine Nation Early Years Custodian

Term Position from October 2026– March 2027

- Able to work independently
- Organized with good time management skills.
- Strong observational skills to proactively identify hazards and ensure the safety of self and others.
- Ability to manage conflict and de-escalate situations with potentially agitated, upset, or demanding individuals.
- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Strong communication skills with supervisor/leadership

Position-Specific Competencies

PREFERRED QUALIFICATIONS

- Previous cleaning experience

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid B.C. Driver's License
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Physical conditions: While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel: reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to stand walk, talk, hear, taste or smell. The employee must occasionally lift and or move up to 25 pounds
 - Hours of work: 4:00PM -9:00 PM Monday – Friday
 - Cleaning carpets and deep clean once a month as scheduled in collaboration with the Supervisor
 - Must be able to have positive communication with the LBN Early Years team and supervisors.

By signing below, I acknowledge that I have read the above Job Description, understand it completely, and accept the duties and responsibilities associated with this position.



Lake Babine Nation Early Years Custodian

Term Position from October 2026– March 2027

Employee Name	Employee Signature	Date Signed