



# Sioux Valley Dakota Nation

## Employment Opportunity

### Dakota Oyate Lodge

### Environmental Services Aide (Casual)

---

**Position Summary:** Under the guidance of the Director, Environmental Services or the Environmental Services Lead, the Environmental Services Aide is responsible for performing the following activities according to related policies and procedures and any Sioux Valley Dakota Nation regulations and legislation: assists in all aspects of laundry and housekeeping services in accordance with established standards, procedures, and infection control guidelines; prioritizes and completes all duties, inspections, and inventory responsibilities within established timeframes and schedules; performs all duties in a manner that enhances Resident and workplace safety.

**Position Duties:**

- Assists in the training and/or orientation of Environmental Services staff and students
- Assumes responsibility for following departmental procedures to ensure consistency and quality of service is maintained throughout the Environmental Services Departments
- Cleans assigned areas in accordance with current established cleaning schedules and infection control guidelines
- Prioritizes and completes extra cleaning duties within established timeframes and in accordance with current cleaning schedule
- Conducts daily tours of areas of responsibility prior to end of shift, inspecting each area for cleanliness
- Ensures all equipment is clean and operating efficiently
- Performs duties of washing, mopping, waxing, vacuuming, polishing, and dusting using appropriate equipment and products
- Cleans bed frames and mattresses as scheduled and required
- Collects waste and washes waste receptacles
- Clean and maintain housekeeping carts including restocking
- Performs duties of collecting, sorting, washing, drying, folding, and transporting linen and clothing
- Cleans and processes laundry and linen in accordance with established standards, procedures, and infection control guidelines
- May be required to make minor repairs to laundry and linen as required
- Restocks supplies in all areas, as well as assist with inventory as assigned and required
- Assists/participates in department quality control audits and procedures
- Other duties as assigned

**Qualifications:**

- Grade 10 (Manitoba Standards)
- Other combination of education and experience may be considered
- Demonstrated dexterity, and efficient work methods
- Proficiency with Microsoft Programs (Outlook, Word, Excel, Access, and PowerPoint)
- Strong organizational skills, communication skills and the ability to work independently
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Display independent judgment, and to respect and promote confidentiality
- Ability to respect and promote a culturally diverse population

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapapplications@svdngovernance.com](mailto:hrapapplications@svdngovernance.com) to request a copy.

- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

**Competition Number: 202565**

**Submit Cover letter and Resume indicating Competition Number**

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com) to request a copy.