



JOB POSTING

PART TIME JANITOR

Fixed Term Contract Employment

<u>POSITION:</u>	Janitor
<u>WORK HOURS:</u>	Part time 6-month term position, up to 21 hours per week
<u>REPORTS TO:</u>	Administrator

The Cayoose Creek Band is currently recruiting for the position of Janitor for up to 21 hours per week for a six-month fixed term contract with potential for permanent employment. The Janitor will be a results orientated individual who has the ability to balance multiple demands while taking a pro-active approach to initiating and completing a variety of custodial projects while ensuring the health and safety of Sekw'el'was administration building(s).

Duties:

- Clean and disinfect all surfaces, including desks, countertops, tables, and high-touch areas
- Sweep, mop, vacuum, and dust offices, hallways, and other areas as required
- Empty and properly dispose of trash and recycling
- Clean and sanitize kitchen and restrooms, replenishing bathroom supplies
- Clean sinks, countertops, microwaves, and refrigerators in break room
- Restock supplies in bathrooms, break rooms and common areas
- Empty all trash cans and replace liners, clean receptacles as necessary
- Dusting and cleaning office desks and furniture that are not cluttered
- Cleaning windowsills and windows
- Maintain janitor closets in a clean, organized and safe manner following WHMIS;
- Maintain janitorial equipment in a clean, safe and operable condition
- Proper labeling, dilution and use of all chemicals (WHMIS)
- Wearing proper Personal Protective Equipment at all times
- Routine maintenance duties as assigned
- Other duties as required;

Education and Work Experience:

- Grade 12 or equivalent
- Previous experience in janitorial, custodial, or cleaning roles preferred.
- Knowledge of cleaning techniques, supplies, and equipment.
- Physical ability to perform manual tasks, including lifting up to 25 lbs, bending, and standing for extended periods.
- First Aid skills and / or certificates are considered assets

Preferable Skills And Qualifications:

- Willing and able to work daytime, evening and weekend hours as required based on needs
- Ability to multitask and prioritize task efficiently
- Knowledge or the safe and effective use of a variety of janitorial equipment
- WHIMS certificate
- Proper use, storage, labelling and handling of hazardous cleaning solvents
- Ability to work independently and unsupervised
- Ability to adhere to meticulous cleaning standards
- Good communication and interpersonal skills
- Ability to follow oral and written instructions
- Be proactive and a self starter who will show initiative and operate with minimal supervision;
- Ability to prioritize multiple tasks

SALARY RANGE: \$ 22 – 28 per hour depending on qualifications and experience

TERM: 6-month term employment with potential for permanent employment

SCOPE: Part Time Position, up to 21 Hours Per Week

Notes:

- All applicants must submit their resume, cover letter and three references.
- The successful applicant must submit a Criminal Record Check
- Cayoose Creek is an equal opportunity employer and encourage applications from all qualified individuals. Pursuant to Sec (41) of the BC Human Rights Code, preference may be given to applicants of Indigenous Metis or Inuit heritage, Candidates of Indigenous-identity are encouraged to self identify on their application or within their cover letter.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email: Fallon Flann, Admin Assistant at: adminassistant@cayoosecreek.ca

Application Deadline: Until filled