



## STZ'UMINUS FIRST NATION

### Job Posting – Head Custodian

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The Stz'uminus First Nation is seeking a **Head Custodian** for a term position.

Duties are to ensure that education facilities are well maintained and sanitized. The Head Custodian will supervise janitors as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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- Supervise janitorial staff, including conducting yearly evaluations.
- Provide and organize ongoing training for self and staff.
- Plan and prepare weekly, monthly, semi-annual, and annual janitorial and maintenance schedules for all education facilities.
- Review all specific daily, weekly, and monthly janitorial requirements for each facility regularly.
- Bulk order janitorial and maintenance supplies for all education facilities.
- Oversee and maintain the grounds and the fields of all education facilities.
- Complete maintenance within training and abilities and facilitate appropriate people when necessary for other maintenance requirements.
- Ensure all immediate Stz'uminus First Nation Education maintenance issues are dealt with promptly in consultation with the Principals.
- Ensure all specific long-term janitorial and maintenance tasks completed.
- Oversee rentals and security of facilities as assigned.
- Arrange for additional staff if necessary, for specific occasions.

#### **REQUIRED QUALIFICATIONS:**

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- Knowledge of commercial strength cleaning supplies and equipment.
- Knowledge and experience with equipment for maintaining the grounds and fields.
- Ability to work flexible hours.
- Effective time management and excellent organizational skills.
- Five years of experience operating various cleaning machines.
- Two years of experience supervising staff.

#### **JOB SPECIFICATIONS:**

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- Term contract



## STZ'UMINUS FIRST NATION

Interested and qualified applicants can submit a cover letter and resume via Canada Post, e-mail, or fax by the closing date of **August 28, 2020, at 4:00 p.m.** to the following:

Attention: Human Resources Advisor  
12611-A Trans Canada Highway  
Ladysmith, BC V9G 1M5  
Fax: 250-245-3012  
E-mail: **resumes@stzuminus.com**

*Please only forward submissions as requested above, phone calls will not be accepted*