



STZ'UMINUS FIRST NATION

Job Posting: Community Centre Janitor

The Stz'uminus First Nation seeks a temporary part-time Community Centre Janitor. This position will continue until the return of the incumbent. The hours of work are 20 hours per week, Monday to Friday.

Job Statement

The Community Centre Janitor is responsible for performing routine janitorial duties, including heavy cleaning duties, cleaning, and waxing floors, shampooing rugs, washing walls, and glass, and removing rubbish.

Essential Functions

- Address activities for regular maintenance attention.
- Identify all specific long-term janitorial and maintenance tasks.
- Identify all cleaning equipment supply needs and present them to your supervisor.
- Reset the security system as required.
- Ensure the Community Centre is kept clean at all times.
- Clean sinks and toilets in all washrooms and rooms daily and ensure that they are correctly equipped with paper towels, soap, and toilet tissue.
- Sweep, wash and wax all floors, including any necessary vacuuming.
- Clean board ledges, windowsills, shelves, cupboards, desks, tables, sinks, backsplashes, countertops, and dust daily.
- Clean floors and mop daily and scrub as required.
- Empty all garbage cans.
- Wash or rinse the interior and exterior mats.
- Sweep, vacuum, and wash offices and hall floors.
- Check that windows and doors are locked when the shift is over.
- Report any damages or obstacles to the Recreation Coordinator immediately.
- Clean entry doors and vacuum rugs daily.
- Sanitize all doorknobs, bathrooms, rooms, and offices.
- Clean all areas as assigned by the Recreation Coordinator.
- Notify management of the need for repairs.



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Job Specifications

- Experience operating various cleaning machines.
- Knowledge of commercial strength cleaning supplies and equipment.
- Effective time management and good organizational skills.
- Willingness to successfully undergo a criminal records check.
- Knowledge of the Stz'uminus culture and language is an asset.
- Two years experience as a janitor or maintenance person in a related field.
- Completion of Grade 12.
- WHMIS certificate.
- Must have reliable transportation.

Interested and qualified applicants can submit a cover letter and resume via e-mail by the closing date of **Monday, April 4, 2022, at 5:00 p.m. (PST)** to: resumes@stzuminus.com