



Employment Opportunity

JANITOR

Reference No. QSL-YTTLLE-JAN-0918

Purpose: Reporting to the Yuthay'thut Training Program Principal and the Le'lum'uyh Daycare Manager, the successful candidate will perform cleaning and minor maintenance duties according to established cleanliness standards. This is a full-time permanent position, working 60 hour pay periods with shared duties between YTT and LLE.

Responsibilities:

- Ensure the cleanliness of Yuthay'thut Training Program and Le'lum'uyh Daycare buildings
- Maintain floors by vacuuming, washing, and shampooing using various power and hand cleaning equipment
- Stripping, buffing and waxing floors when required
- Prepare cleaning, preservative, disinfectant solutions and apply according to MSDS information
- Prepare order list of required janitorial supplies
- Collect and dispose of refuse and maintain clean refuse areas
- Dust, clean, wipe and/or polish windows, blinds, sills, doors, bathroom and other building surfaces, walls, fixtures, and furniture
- Maintain and clean parking lots and sidewalks including snow removal using hand and powered brooms, rakes, and other equipment to remove dirt, leaves, snow and other refuse
- Perform various minor repairs on plumbing and electrical fixtures, buildings, grounds, furniture and other equipment
- Open and lock doors, check security equipment and report deficiencies, unsafe or faulty equipment immediately to the Principal and/or Daycare Manager
- Arrange furniture for special events in meeting areas, maintain various logs, key registers, janitorial supply and other records
- Other related duties

Required Education and Experience: *(please attach all corresponding documents)*

- Grade 12 Graduation or equivalent preferred
- WHMIS and First Aid / CPR-C
- 2 years janitorial experience

Required Skills, Knowledge and Abilities:

- Organizational skills
- Time management with the ability to multitask
- Physically able to lift and move refuse cans, cleaning equipment, furniture and other items
- Knowledge of cleaning equipment operation and cleaning product usage
- Ability to work efficiently and effectively under minimal supervision

Please quote Reference No. QSL-YTTLLE-JAN-0818 upon submitting cover letter, resume, and three references to:

Human Resource Manager, Cowichan Tribes
5760 Allenby Road Duncan, B.C.V9L 5J1

EMAIL: resume@cowichantribes.com

Deadline: 4:00 p.m. Wednesday September 19, 2018