



EMPLOYMENT OPPORTUNITY

Janitor (2)

Reference No. ADM-JAN-1118

Purpose: Reporting to the department Office Administrator, the successful candidate will maintain a high standard of cleanliness for various departments of Cowichan Tribes; perform custodial duties, minor maintenance and other miscellaneous duties to ensure the building is maintained in a healthy, safe and sanitary manner. There are two full-time permanent positions.

Responsibilities:

- Clean offices, meeting chambers which would include but is not limited to: mopping tile and concrete floors, vacuuming carpeted areas, dusting all furniture, fixtures and window sills
- Clean, wash and disinfect sinks, floors, toilets, hand dryers, fixtures and countertops; spot clean walls and toilet partitions; replenish toilet tissue and soap as needed
- Collect and dispose of refuse and maintain clean refuse areas daily
- Maintain cleanliness of entrance/exit ways including glass, doors, handles and windows
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and public; order supplies at least 2-weeks in advance of required delivery date
- Prepare cleaning, preservative, and disinfectant solutions, and apply according to Material Safety Data Sheet (M.S.D.S) information
- Open and lock doors, check security equipment and report deficiencies, unsafe or faulty equipment to supervisor
- Perform and/or report minor maintenance repairs
- Perform miscellaneous minor duties as assigned

Required Education and Experience:

- Janitorial or basic building maintenance course considered an asset
- 2-years of demonstrated janitorial experience is required
- Workplace Hazardous Materials Information Systems (W.H.M.I.S) and First Aid certified
- Criminal Record Check (C.R.C) is required

Skills, Knowledge, and Abilities:

- Ability to work efficiently and effectively under minimal supervision
- Ability to meet physical demands of janitorial/custodial duties: standing, walking, bending, heavy lifting, operation of medium weight cleaning equipment, moving furniture and desks
- Must have knowledge of standard cleaning procedures, chemicals, products and equipment along with the ability to read/understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- Must have knowledge of janitorial tools and equipment use
- Must be bondable, reliable, and demonstrate sound work ethics
- Understand importance of confidentiality

**Please refer to Reference No. ADM-JAN-1118
upon submitting cover letter, resume, and three references to:**

Human Resource Manager, Cowichan Tribes
5760 Allenby Road Duncan, BC V9L 5J1

Email: resume@cowichantribes.com



Website: <http://www.cowichantribes.com>

Deadline: 4:00 p.m. Wednesday, November 28, 2018