



# Nadleh Whut'en First Nation

## Job Posting

### Janitor – Administration Building

#### **POSITION SUMMARY**

The Janitor provides general cleaning and upkeep of Nadleh Whut'en First Nation's Administration Building, 5-7 hours per day, Monday to Friday.

*Reports To:*  
Executive Assistant

#### **PRIMARY DUTIES**

- Ensure the highest sanitation standards are maintained
- Ensure the good order and maintenance of all equipment
- Clean Lobby, rest rooms, offices, walkways, meeting rooms.
- Secure and lock up building at the end of shift.
- Replenish cleaning supplies as necessary
- Other duties as assigned
- Completes the daily, weekly, monthly and quarterly checklists
- Regularly checks emails
- Attends staff meetings as required
- Attends staff development workshops as required.

#### **QUALIFICATIONS**

- Completion of grade 10 or higher.
- Knowledge of cleaning and sanitizing processes.
- Building Service Worker Certificate, Level 1 & 2, otherwise willing to undertake the training.
- Minimum one-year related experience.
- WHMIS certification through WorkSafe B.C.
- Satisfactory Criminal Record Check.
- Valid B.C. Class 5 Driver's License.
- Excellent communication skills both written and verbal
- Experience working in a similar cleaning or janitorial role is considered an asset
- Ability to lift up to 30 lbs and sustain periods of bending, and standing.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Basic computer skills including MS Office.

***Applications will be accepted until the position is filled.***

**Please apply by emailing resume to: [rdasilva@nadleh.ca](mailto:rdasilva@nadleh.ca)**

**\*\*Only those selected for an interview will be contacted & preference will be given to band members if qualified \*\***