



TL'ETINQOX GOVERNMENT

JOB POSTING

September 2022

Start date – Immediately

Location – TL'etinqox Government Office

Wage: \$18/hr

Hours: Full-time (8:30-4:30 Monday to Friday)

Custodian

Job Summary

The Custodian performs general, routine cleaning and servicing operations throughout the facility (Band Office, Social Assistance), and reports unsafe conditions/situations in accordance with applicable policy and procedures. The ability to interact with community members and other team members is essential.

Responsibilities and Duties

- Wash floors; sweep, and mop
- Laundry where applicable
- Disinfect doors, handles and seats
- Clean windows, inside and outside
- Ensure exterior building looks clean and inviting
- Keep track of cleaning supply inventory and place orders as needed
- Replenish supplies, such as toilet paper, paper towel, and hand soap
- Clean washrooms
- Clean kitchens and dining areas
- Removal of garbage and replacing liners
- Other duties as assigned by supervisor
- Occasional cleaning of community buildings as required

Qualifications and Skills

- Office cleaning experience preferred but not necessary
- High attention to detail
- Ability to communicate in English
- Ability to organize time effectively
- Team player
- Dependable, self-motivated, able to work under little or no supervision
- Must be in good physical conditions
- Capable of following instructions
- Transportation to and from other community buildings as needed
- BC Drivers license and reliable vehicle (asset)
- Must provide proof of vaccination against COVID-19

Please submit resume to Ashton Harry, Executive Director. ashtonharry@tletincox.ca