



**KTUNAXA
NATION**

We invite you to apply for the position of...

JANITORIAL WORKER

CORE SERVICES

6 MONTH TERM CONTRACT - FULL TIME

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

The Janitorial Worker position performs a wide variety of cleaning activities (eg. Sweeping, mopping, vacuuming, carpet cleaning, etc.) for a number of buildings and office sites. This encompasses a wide variety of janitorial activities; addressing immediate operational and/or safety concerns; and ensure that cleaning tools and materials, are maintained in good working order. Responsible for ensuring that any potential safety hazards are taken care of and are handled properly.

Duties & Responsibilities:

- Floor cleaning such as sweeping, mopping, and vacuuming. Carpet cleaning, spot cleaning, waxing and stripping as required.
- Dusting, wiping, and disinfecting of walls, bannisters, office equipment, office furniture, light fixtures, counters, glass and mirrors, garbage cans, sinks, appliances, toilets and bases, window sills ect. (Fleet vehicles as required).
- Replacing and refilling paper towel, toilet paper, hand soap, and hand sanitizer dispensers.
- Emptying and cleaning trash receptacles (indoors and outdoors), napkin disposals, and collect recycling.
- Washing dishes.
- Taking inventory of cleaning supplies for reordering purposes.
- Clean and service janitorial equipment as needed.
- Organizing janitorial supplies.
- Reporting any safety, sanitary, or fire hazards to the Facilities Department immediately.
- Ensure grounds and parking lots are clear on any garbage.
- Attending to any unexpected spills with proper care and signage.
- Handle emergency cleaning and upkeep requests immediately.
- Complete tasks in a timely manner with minimal supervision.

WORKING CONDITIONS

Physical Environment

- All work is very physical and requires a high degree of speed, detailed attention, and physical flexibility.

- Exposure to wet and/or humid conditions; high, isolated places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions.

Physical Effort

- There is a requirement to be able to lift heavy boxes, objects and to move furniture.
- Manual dexterity is required in using a wide range of cleaning tools and equipment.
- The employee is frequently required to stand; walk, reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl, and talk; or hear. The employee is occasionally required to sit.
- The employee must frequently lift and/or move more than 50 pounds.
- Agility is required to carry out the required tasks in a timely manner.
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.

WORKING HOURS

Successful candidate may be required to work evening and weekends

QUALIFICATIONS:

Academic Preparation

- Grade Twelve Graduation Diploma preferred, but not required.

Required Skills, Knowledge and Experience

- 5 years of related experience.
- Possess WHMIS certification.
- Possess working knowledge of the methods, technique, and materials used in janitorial related work.
- Previous custodial and grounds experience preferred, however the Ktunaxa Nation Council is willing to train the ideal candidate.
- Familiar with operating, caring for, and storing janitorial equipment and supplies.
- Ability to climb ladders and work from heights.
- Ability to read and comprehend instructions.
- An understanding of and commitment to quality and safety.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Valid BC Driver's License and access to a reliable vehicle.

Come with your willingness to learn!

Please submit your cover letter and resume
telling us what attracts you to the position and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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Cranbrook, BC V1C 7E5
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Fax: (250) 489-2438**

CLOSING DATE: Friday, June 4th, 2021 at 12:00 pm

We thank those who apply; however, only those selected for an interview will be contacted.