



# Saik'uz First Nation Job Description

<b>Position Title:</b>	<b>JANITOR - MULTIPLEX</b>		
<b>Department:</b>	Administration		
<b>Position Title of Supervisor:</b>	General Manager		
<b>Location:</b>	Administration Office		
<b>Position Type:</b>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time	<input type="checkbox"/> Probation <input type="checkbox"/> Developmental
<b>Hours of Work:</b>	8:30am – 4:00pm (times may vary)		
<b>Date the Position was Documented:</b>	September 28, 2022		
<b>Pages:</b>	2		

\* This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

## Summary of the Position

The janitor is an individual that values the importance of professional cleaned buildings that are welcoming to the public. This position requires a person that can develop and maintain quality standards in cleanliness and maintenance for the Saik'uz First Nation community.

## Essential Duties and Responsibilities

\* Other duties as needed will be assigned by the General Manager.

- Remove snow and ice from the entrance / exit doors when needed.
- Ensures proper cleaning and sanitization of building's floors, mats, walls, benches, washrooms, windows, rugs, desks, counters, lighting fixtures, cupboards, doors, sinks, toilet bowls, kitchen, and appliance.
- Perform daily, weekly, and monthly cleaning schedules.
- Maintains and orders an adequate inventory of cleaning supplies.
- Answers inquiries, complaints, and concerns, providing information as required.
- Other assigned job-related duties.



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## Position Qualifications (Knowledge, Skills & Abilities)

- Knowledge and use of industrial cleaning equipment.
- WHMIS an asset.
- Good communication and interpersonal skills.
- Ability to work in a team-oriented environment.
- Flexibility is necessary to adapt to changing work priorities.
- Good organizational and time management skills.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability and dependability.
- Must undergo a criminal record check, which includes a vulnerable sector check.
- A valid BC Driver's License and a reliable vehicle plus supply a current driver abstract.

## Special Considerations for Position Working Conditions/Physical Effort

- This is a part-time position, up to 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages work load and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of the General Manager.

## Position Deliverables, Performance Expectations & Accountability

<b>Bi-Weekly Report</b>	Report of any problem with the building
<b>Bi-Weekly Report</b>	Report on services provided and inventory

## Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the policy manual and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of **Saik'uz First Nation**. All employees are required to adhere to the values in all their interactions with people in general and fellow employees. I understand that I'm subject to the Saik'uz First Nation's Code of Conduct during the term of my employment.

I have received a copy of my job description.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date