



Part-time and On-Call Position, Janitor

The Northwest Inter-Nation Family & Community Services Society has an opportunity as a part-time and on-call Janitor based in Hartley Bay. **Hours of Work: Tuesdays & Fridays (2 hours per day).**

Position Summary: Reporting to the Team Leader, the successful candidate will be responsible for cleaning the Hartley Bay Lighthouse. The incumbent is expected to be self-motivated, self-directed, and take the initiative in the tasks that need to be completed in a timely manner.

Primary Responsibilities and Duties

- Empty wastebaskets, dust shelves, windowsills, office desks and all other surfaces; wash and wipe down marks on walls; sweeping, mopping and vacuuming floors; sanitize surfaces in the kitchen areas.
- Ensure that the building premises are locked, secure and safe during unoccupied hours.
- Wipe exterior of the fridges; make sure coffee pot(s) are off and cleaned; wipe down counters.
- Clean and disinfect washroom and fixtures, including stocking adequate soap, towels and other supplies.
- Keep exterior of building free of garbage, keep stairs and decks free of debris. Keep all entrances free of snow and other debris and report hazards to the Supervisor immediately. Act promptly to treat slippery conditions with compounds to eliminate or minimize hazardous conditions when they exist.
- Seasonal cleaning (fall and spring) includes stripping and waxing the floors, cleaning the fridges and stoves, emptying and wiping down cupboards and other tasks identified by the Supervisor or a designate. Clean the windows (inside and outside).
- Ensure that custodial supplies' inventory is adequate and up to date; request reorders from the Supervisor.

Basic Qualifications

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening, comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures. Further, to work evening and flexible hours and attend cultural awareness training (if needed), among other training. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- Must be fully COVID vaccinated (at least 2 vaccines) and remain in full compliance with all public health orders and NIFCS policies throughout their employment.

Education / Work Experience / Working Conditions

- High School Diploma or equivalent preferred.
- A minimum of three (3) years of experience in a similar role.
- Knowledge of the safe application of chemicals and products used in cleaning and sanitizing; WHMIS Certificate.
- Highly motivated and able to work independently; must be able to schedule and prioritize work.
- Ability to multi-task and establish priorities. Able to deal with people sensitivity, tactfully, diplomatically, and professionally at all times. First Aid skills and/or certificates are considered assets.
- Ongoing exposure to dust, chemicals, rotting food, and unsanitary conditions; ongoing physical activity like mopping, sweeping, scrubbing, lifting, bending and stretching; physical ability to lift up to 75 lbs.; ability to stand for long periods.
- Hazards associated with the trade, including exposure to common chemical cleaners.

Compensation & Benefits

- This is a Bargaining Unit position and is open to all gender. The wages are paid in accordance with the current collective agreement. Your rate of pay will be \$17.95 per hour (Grid 3, Step 1).

Submission Deadline:

- March 11, 2022.
- We invite all interested parties to apply by emailing your cover letter and resume to the Human Resources department in the strictest confidence at hr@nifcs.org.