



Job Opening

Closing Date: May 15, 2024

On-Call Janitorial Position for the Kitsumkalum Economic Development Office & Kalum Quarry Office

The following on-call position is currently open. We are looking for experienced candidate to fill this position. You can submit your application in the following ways:

1. Drop off at Kitsumkalum Economic Development Office
2. Email ywesley@kitsumkalum.com

JOB DESCRIPTION: Janitor ensures the cleanliness of the building both inside and out entrance way; ensure building functions are maintained properly; maintaining supplies/tools for cleaning, operations (i.e. batteries, bulbs), garbage removal, and generally doing any other custodial or maintenance work to keep up the premises as required, must be prepared to work on-call.

Job Duties:

The following is an example of duties that are part of the scope of work. The duties are as follows but not limited to:

- Empty trash and replace liners
- Wash trash cans when necessary
- Dispose of boxes and shredding
- Move and rearrange furniture in order to clean
- Clean fixtures, walls, entrance glass surfaces, doors windowsills
- Wipe down white boards
- Sweep, mop
- Vacuum and dust
- Clean and disinfect restrooms
- Refill hand soap, paper towels, etc.
- Clean boardroom
- Clean baseboards
- Clean heat registers
- Replace deodorizers
- Vacuum upholster chairs
- Wash interior windows

Outdoor Maintenance

- Wash exterior windows
- Cut grass
- Clean around air conditioners
- Shovel in the winter etc..
- Pick up garbage

A scope of work **will be provided** with position that may include additional duties.

Thank you for your interest, only those shortlisted will be contacted.