



Job Posting

Position: Band Hall Custodian, with the McLeod Lake Indian Band

Immediate Supervisor: Public Works and Housing Coordinator of the McLeod Lake Indian Band

Department: Public Works and Housing

Compensation: \$14.00-\$17.00 per hour (to be determined, depending on qualifications and experience)

Hours of Operation: 35 hours/week (is expected to work overtime with prior approval as required)

1. General Duties: The Custodian does all cleaning and minor repair services at Community Public Buildings. Custodians normally provide routine daily cleaning of community-run facilities such as band administration offices, community halls, etc. They also undertake major annual seasonal and spring cleaning activities.

2. Specific Duties: Notwithstanding the above general duties, the Custodian performs the specific duties as the Public Works and Housing Coordinator may direct from time to time, and without restricting the generality of the forgoing, including;

a. Keeps all parts of the interior and exterior of the Community Public Buildings clean and neat;

b. Keep all furniture clean;

c. Clean and disinfects all toilets, urinals and sinks;

d. Follow a daily, weekly, seasonally and yearly work routine approved by the Public Works and Housing Coordinator, without restricting the generality of the foregoing, including floor, wall and stairway cleaning and waxing, window cleaning (exterior and interior), desk cleaning;

e. Remove garbage's to a central pick up location and garbage cleanup in the Community, Public Buildings and Grounds;

f. Repair or replace light bulbs and florescent tubes;

g. Immediately remove graffiti;

h. Insure all windows and doors are functioning;

i. Refill dispensers for paper towels, toilet tissue and hand soap;

j. Maintain adequate cleaning supplies;

k. Remove snow and ice from walkways, steps and roof as required and uses sand and/or salt as required;

l. Cuts, waters and fertilizes landscaping (not including playground areas) as required;

m. Arranges furniture for meetings and set up equipment for special occasions;

- n.** Keep the Community Public Buildings secure, insure all doors and windows are locked and equipment and lights turned off after Community Public Buildings hours;
- o.** Follow a time keeping system or work record system as directed by the Public Works and Housing Coordinator;
- p.** Protect and maintains Community Public Buildings property and facilities;
- q.** Keep all fire extinguishers serviced and fire exists and furnace rooms clean and free from obstruction;
- r.** Reports the need for repairs to the premises, equipment, furniture and fixtures;
- s.** Reports any damage or potential damage to Community Public Buildings property and facilities to the Public Works and Housing Coordinator;
- t.** Reports to the Public Works and Housing Coordinator any matter that can be reasonably regarded as posing a danger to the health and safety of the Community Public Buildings, Staff and guests;
- u.** Performs the specific duties based on the instructions of the Public Works and Housing Coordinator as provided from time to time;
- v.** Fills in for or assists the another Janitor when directed by the Public Works and Housing Coordinator;
- w.** Follow the provisions of and adheres to the Employee Policies and Guidelines;
- x.** Encourages and fosters a team spirit within the First Nation Community Public Buildings and operations generally.

3. Qualifications: The qualifications of the Custodian are determined in the absolute discretion of the Hiring Body depending upon the needs of the First Nation at the time. The following attributes are **assets**:

- a.** A member of the First Nation, preferably resident on reserve;
- b.** Ability to perform required manual labour;
- c.** Ability to work with limited supervision;
- d.** Ability to speak or understand the native language of the First Nation;
- e.** Pass a criminal record check;
- f.** Working experience with community members with an understanding of the particular issues encountered by the community.

Only those short-listed for an interview will be contacted. Thank you for applying.

Closing Date: November 17, 2017 12:00 pm

Submit Resume to: McLeod Lake Indian Band

General Delivery

McLeod Lake BC V0J 2G0

Attention: Public works and Housing Department

or

Email: publicworks@mlib.ca