



NISGA'A TS'AMIKS VANCOUVER SOCIETY

3973 Dumfries Street, Vancouver BC V5N 5R3
Telephone: (604) 646-4944 Facsimile: (604) 646-4955 Website: www.tsamiks.com

NT - Janitor Employment Opportunity

Position: **NTVS Janitor** Date Posted: **June 24, 2020**
Supervisor: **NTVS Office Manager** Closing Date: **When position filled**
Hours: **Part-time - 15 hours/Week**

Summary

The Janitor, under the direction of (Insert Authority), is responsible for ensuring the safe and effective cleaning of Nisga'a Ts'amiks Vancouver Society and its premises. He / she will be required to perform tasks such as vacuuming, dusting and disinfecting. The Janitor will be responsible for ensuring that his / her required tasks are completed thoroughly, on time, and with minimal supervision.

Job Duties

- Clean, ensuring proper disinfectant procedures are followed
- Clean areas, including waiting rooms, lobbies, office areas, etc.
- Clean and disinfect bathrooms including toilets, sinks mirrors and floors
- Replenish toilet tissue and soap as needed
- Remove trash and recycling
- Wash and buff floors with floor polisher
- Vacuum all carpeted areas
- Work with and understand a number of cleaning chemicals, ensuring the right products are being used for the right jobs
- Dust all furniture and fixtures
- Clean, wash and disinfect drinking fountains
- Report damages and acts of vandalism
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies as needed
- Make note of the need for any equipment repairs
- Monitor the need for equipment maintenance and repair
- Prepare and set up rooms for meetings, parties, or various other activities and clean up after then event
- Ensure compliance with WHMIS and any other required legislation regarding chemical products
- Complete logbooks as necessary
- Complete required training, including any required health and safety training
- Any other duties as assigned

Requirements

- High school diploma or equivalent required
- One (1) year of previous custodial/janitorial experience preferred
- Highly motivated and able to work independently
- Must be able to schedule and prioritize work
- Ability to comprehend and communicate detailed instructions orally and in writing
- Ability to multi-task and establish priorities
- Strong communication and problem-solving skills
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- First Aid skills and/or certificates are considered assets

Work Conditions

- Physical ability to lift heavy objects
- Ability to stand for long periods of time
- Ability to bend and crouch
- Overtime as required
- Hazards associated with the trade, including exposure to common chemical cleaners

This will be for a part-time position working Monday, Wednesday, and Fridays from 12 noon to 5 pm.

How to Apply: Please send a **cover letter** and **resume** to Stephanie Martin, *Office Manager* (hr@tsamiks.com) or FAX: 604-646-4955. Application is ongoing until the position.

Note: Only those who meet the criteria and have been screened through for an interview will be contacted.