



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, British Columbia
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

EMPLOYMENT OPPORTUNITY

Janitor - Custodian (Full Time & Casual On-call)

Reports to: Housing and Capital Director

Posting Date: December 19, 2017

Classification: 11

Under the Housing & Capital Director's overall direction with the day to day assignment supervision from building management, the Janitor/Custodian will provide daily, weekly, monthly and annual cleaning and maintenance services for any of the PIB facilities they have been assigned to. This position has a fundamental focus on maintaining an attractive, sanitary, and safe facility for all users of the space which can include staff, members, students, and the public. This position may be responsible to provide minor repair and maintenance work as necessary.

Job Duties & Responsibilities

- Maintain cleanliness of assigned buildings according to the individual building Work Chart;
- Cleaning duties will be all inclusive, e.g. dusting, washing, vacuuming, generally cleaning all furnishings, equipment, furniture, fixtures, walls, floors, windows, etc.;
- Perform daily garbage pickup and disposal.
- Clean and disinfect all areas of restrooms, toilets, sinks and urinals, etc. and replenish supplies.
- Change tubes or bulbs in light fixtures and report damage or breakage. Report dysfunctional lights to Housing;
- Set alarms where utilized and monitor building perimeter security reporting security breaches to supervisor;
- Perform intensive cleaning as required by annual schedules including walls, ceilings, interior and exterior window washing, cleaning and re-lamping light fixtures, stripping and floor finishing, etc.;
- Clean outside steps, mats and landings on a weekly basis;
- Monitor user groups when assigned to events and report problems to event organizers and supervisor according to defined process;
- Set up tables, chairs, stages and other equipment required for events;
- Attend in-service training (e.g., instruction on blood-borne pathogens, floor care, restroom disinfection procedures, food prep and eating areas, etc.) to learn new or improved procedures;
- Respond to safety or operational concerns (e.g. facility damage, alarms, etc.) to resolve immediate safety issues and maintain a functioning facility;
- Inspect facilities regularly as assigned to ensure safety, cleanliness, and to identify any repairs that may be necessary due to equipment breakage, weather conditions, vandalism, etc.;
- Able to lift up to 50-75 pounds unassisted for the purpose of lifting equipment and supplies;
- Perform work at heights of up to 30 feet using ladders, scissor lift and/or scaffolding to clean high ledges, changing light bulbs, etc.;
- Ensure compliance with WHMIS and refer to Material Safety Data Sheets (MSDS) if experiencing any adverse physical reaction or if a chemical is swallowed, splashed in eyes or accidentally spilled or mixed.

Working Conditions:

- Physically demanding with significant lifting, carrying, pushing, and/or pulling, climbing, balancing, stooping, kneeling, crouching, crawling and significant fine motor dexterity;
- General duties require a minimum of 5% sitting, 50% walking and 45% standing;
- The job is performed under some hazardous conditions involving understanding chemicals and implementing safety regulations and routines to ensure health and safety;
- Ladder safety a must as some jobs involve climbing to reach upper ledges and light fixtures;
- Semi-isolated work environment;
- Evening work and possible split-shift work to accommodate regular work week hours and evening and weekend events and cleaning timeline requirements;

Minimum Academic/Educational Requirements

- Building Service Worker Certificate Program completion
- Grade 10 or equivalent

Other Certification, Licenses, Designations and/or Training

- Building Service Worker Certificate (Lead Janitor) (Asset for non-lead) with Ladder Safety training;
- WHMIS Certification;
- Valid Class 5 BC Driver's License with clean Drivers Abstract and Insured own use vehicle;
- Emergency First Aid & CPR (4-5 hr Training);

Minimum Level of Experience

- One (1) year of janitorial/custodial experience.
- 3+ Years proven effective leadership of a team in a similar environment (Lead Janitor);

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume** to the attention of: Director, Human Resources, Email: Jobs@pib.ca or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pin'k'tn (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***