



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

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

April 17, 2025

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Custodian	Pay Rate:	Starting at \$20.00 hr
Department:	Health	Classification:	10/Support
Status:	Term (3 months)	Hours of Work:	Up to 35 Hours per week
Responsible to:	Senior Medical Office Assistant		
Location:	Snxastwilxtn Centre, (198 Outma Sqilx'w Place) and the Snxastwilxtn Recovery House (310 Green Mountain Road), Penticton, BC		
Deadline:	May 1, 2025		

Job Summary:

This full-time position is to provide cleaning, disinfecting and sanitation services to both Snxastwilxtn Centre sites, the Snxastwilxtn Centre (Upper) and the Snxastwilxtn Recovery House (Lower). Under the direct supervision of the Health Services Manager, the Custodian is responsible for general maintenance of buildings, furniture, equipment, and grounds, including water fountains and other items and sanitization and disinfection of examination rooms. The Custodian is expected to collect and remove garbage and recyclable materials and ensure the safe disposal of hazardous waste, including PPE. Responsibilities include inventory and ordering of necessary supplies as well as cleaning and clearing of external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes shovels and other equipment to remove dirt, leaves, snow, and other refuse. Performs minor lawn maintenance tasks such as mowing and watering. Being a team member of the PIB Health Team, the Custodian may be expected to provide program support such as hauling items, setting up outdoor heating and lighting to ensure smooth delivery of a program, activity, or event.

Core Competencies:

- Completion of a recognized Custodian education program
- Completion and experience in general building maintenance area, may include construction experience
- Respectful Communication Skills
- Physical Fitness (must be able to lift to 50lbs), able to be on feet for long periods of time
- Team Player
- Maintain confidentiality and privacy
- Must have valid drivers' license.
- Must be willing to work in changing weather conditions

- Ability to multi-task
- Respectful demeanor
- Ability to adapt/be flexible
- Ability to follow direction
- Adheres to FNHA Infection Control Manual/Housekeeping Manual

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Support the Health department in the various programs to ensure all aspects of environmental services are at up to par, includes set up of meeting spaces
- Adheres to FNHA Infection Prevention Control Manual/House Keeping Manual
- Environmental Services of inventory and re-stock of items needed to ensure a healthy and safe environment
- Wear appropriate Personal Protective Equipment (PPE) as recommend for each job duty
- Scheduling of deep cleanings, and acquiring equipment as needed
- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment, and grounds.
- Ensures building and equipment meet all safety, security and fire regulations and policies.
- Makes recommendations for major repairs and purchases to supervisor
- Responsible to open and lock up entire Snxastwilxtn Centre before and after each workday, including opening the locked entrance gate (when in operation)
- Maintain exceptional standards of cleanliness and sanitation, inside and outside the centre
- Cleaning and clearing of external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes shovels and other equipment to remove dirt, leaves, snow, and other refuse. (ex. AVT-snowplow)
- Performs minor lawn maintenance tasks such as mowing and watering
- Sweep, vacuum, scrub, mop, daily and schedules floor waxing is completed at both centers
- Orders and refill supply as needed including paper products, and cleaning supplies.
- Cleans, disinfects, and sanitizes washrooms, showers, and waste containers
- Empty wastebaskets and collects recyclable material
- Schedule for inside and outside window cleaning and yearly maintenance of light fixtures
- Must report any maintenance repairs and safety hazards to Health Manager(s) immediately
- Handle chemicals in a responsible manner in compliance with WHIMS.
- Complies and adapts to best standards for infection control within centre's (i.e.: new COVID cleaning guidelines)
- Aids in creating a positive engaging atmosphere for community members
- Support ongoing health programs and services as needed and approved by Team Lead (for example: transport to lab or pick-up supplies, etc.)
- Perform other duties as required
- Attend meetings/trainings as directed by supervisor
- All persons employed by Penticton Indian Band may be required to assist the Band in providing emergency services
- Duties assigned during an emergency may differ from regular duties
- Participate in community events as requested

- Sanitization and disinfection of examination rooms

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 or equivalent

Other Certification, Licenses, Designations and/or Training

- WHMIS
- FNHA Housekeeping Training
- Valid Class 5 Driver's License, and a properly insured vehicle
- First Aid/CPR Certification
- Janitorial or residential cleaning certification
- Building Service Worker Certificate
- Aerial Manlift Training
-

Specific Job Skills and Levels

- Ability to adhere to and always observe worksite specific safety regulations
- Physically able to lift to 50lbs, and able to use a ladder, shovel, and other equipment, and able to be on feet for longer periods of time
- Ability to work flexible work schedules
- Ability to work in all weather conditions
- Ability to adapt quickly, multi-task, problem solve and aware of when to ask for direction
- Ability to work effectively both independently and in a team environment

Minimum Level of Experience

- 1 year experience as a Custodian
- 1 year experience in the Building Maintenance area, may include carpentry or similar trades experience

Personality trait (Required to be successful in position)

- Dependable, Reliable, Approachable
- Good communication skills
- Respectful, Open Minded, Team Player, Flexible

Assets

- Ability and willingness to work evenings and weekends as needed
- Flexible work hours/willingness to work on evenings and weekends.
- Completion of a Custodian education/training program

Working Conditions:

Physical Demands:

The Custodian has a physically demanding job requiring strength and stamina. He/she will be required to spend extended time standing and may also have to do some heavy lifting from time to time.

Environmental Conditions:

The Custodian may work during operation hours and will need to perform duties around clients and staff and at times will be working alone. Some duties will require the custodian to work outside and may be exposed to varying weather conditions.

Sensory Demands:

The Custodian may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. He/she may be exposed to and required to clean contaminants such as urine, feces, blood, and vomit.

Mental Demands:

The Custodian must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner. The Custodian may be required to be available in the evenings and weekends on call.

Preference will be given to qualified Indigenous applicants as per section 21 of Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language, and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers 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. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive
Penticton, BC, V2A 0E8

Fax: (250) 493-2882
Email: jobs@pib.ca

In-Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, martial status, family status, political belief, creed, disability that does not prohibit performance or essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applications 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'Pink'tn (Penticton) language (N'syilxcen), culture, history and customs; persons of Indigenous,

Metis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.