



Malahat Nation

110 Thunder Road | Mill Bay, BC | V0R 2P4

Tel: (250) 743-3231 | Fax: (250) 743-3251

info@malahatnation.com | www.malahatnation.com

Janitor (2)

REPORTS TO	Operations & Maintenance Manager	START DATE	As soon as possible
COMPENSATION	\$23.41 (NEE L8:1-H to NEE L9:1-H) - subject to education and / or experience or a combination of both.	STATUS	2-part time term positions (18-hours per week)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia.

Malahat Nation is looking for the right candidate(s) to join our Operations & Maintenance Department.

PURPOSE: Reporting to the Operations and Maintenance Manager, the janitor will perform cleaning and maintenance duties according to established cleanliness standards and procedures, provide regular cleaning and sanitizing support in the community and administrative buildings at Malahat Nation. *Work will be primarily scheduled in the evening and on weekends to accommodate the program schedules in the community. This position is a part time term position that works in Malahat Nation community, with minimal local travel as required.*

RESPONSIBILITIES:

- Perform the scheduled cleaning and sanitization of community and administrative buildings.
- Maintain floors by vacuuming, washing, stripping, waxing, sealing, mopping and / or shampooing using various power and hand cleaning equipment; prepare cleaning, preservative, disinfectant and other solutions and applies accordingly to product instructions and departmental requirements; arrange for professional external service provider carpet cleaning as needed.
- Collect and dispose of refuse and maintain clean refuse areas; dust, clean, wipe and/or polish windows, blinds, sills, doors, bathroom and other building surfaces, walls, fixtures and furniture such as : tables, desks, bookcases and other items; performs spot and accidental cleaning as required.
- Transport and move heavy equipment, furniture, and supplies; operate a motor vehicle to pick up and move goods and supplies.
- Perform various minor repairs on plumbing and electrical fixtures, buildings, grounds, furniture and other equipment; changes light bulbs.
- Open and lock doors; check safety/security equipment and arrange replacements and/or reports deficiencies, unsafe, or faulty equipment to a designated supervisor; check, order, and receive supplies; may perform security checks.
- Arrange furniture for special events in meeting areas; post notices or warnings as required; maintain various logs, key registers, janitorial supply and other records; may assist in taking inventory.
- Attend monthly team meetings as required.
- Other duties as required.

EDUCATION AND EXPERIENCE:

- An acceptable combination of related education, training and a minimum of one year of demonstrated janitorial experience is required
- Must possess or undergo training for Building Service Worker program completion or equivalent
- WHMIS certification is beneficial
- First Aid certification is beneficial
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- *Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational skills with the ability to follow a monthly schedule and duties
- Strong written, oral, and interpersonal communication skills
- Open to training, coaching and constructive feedback
- Time management with the ability to multitask different tasks simultaneously
- Demonstrated ability to organize work and/or carry out janitorial duties with independence
- Ability to work cooperatively and effectively under general supervision
- Ability to operate heavy industrial grade cleaning equipment
- Ability to lift and move refuse cans, cleaning equipment, furniture, and other items
- Knowledge of cleaning equipment operation and cleaning product usage
- Knowledge of Malahat Nation programs and processes is an asset

Interested applicants are invited to submit a current resume, a detailed cover letter and three references.

Please reference the 'Job Title' in the 'Subject Line'.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com



Website: <https://malahatnation.com/jobs/>

Deadline: 4:00 p.m. Monday, January 30, 2023

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

We thank all applicants in advance but only those selected will be contacted.