



Job Posting

Position: Head Start Custodian

Term: 4 hours a day, 5 days per week

Start date: Open until Filled.

Wage: \$20.00/hr

Reports to: Head Start Manager

Scope: This position is responsible for performing custodian duties for the Upper Nicola Band Head Start Building and related areas in accordance with established schedules and procedures and using approved cleaning supplies, to maintain clean and safe buildings.

Key Responsibilities:

- Follow the appropriate schedule for the assigned building.
- Use the appropriate cleaning materials, supplies, tools, and equipment.
- Ensure proper labelling, dilution, and use of all chemicals. Provide safe transportation of supplies to various sites, as required. Clean and provide minor maintenance on cleaning equipment such as utility carts and vacuums. Make recommendations for repair and improvements to buildings and equipment.
- Order cleaning supplies as necessary & requisition supplies, equipment, tools, and materials as needed.
- Be aware of and implement requirements of the First Nations Health Authority Environmental Health Officer as they apply to custodian duties.
- Comply with all applicable legislation and UNB policies and procedures.
- Check areas for signs of break-in or damage and report concerns to the assigned Department Manager; set alarms. Discuss with the Departmental Manager any areas of concern (such as inability to clean any area).
- Any other appropriate duties as assigned by the Director of Community Services or assigned Departmental Manager.

Qualifications/Experience/Knowledge/Skills/Abilities

- High School Diploma or GED
- 1-2 years previous janitorial experience is preferred.
- WHMIS Certification is preferred.
- Knowledge of appropriate use of various cleaning, sanitizing, stripping, and waxing compounds, occupational hazards, safety rules, regulations, of building and property security procedures.
- Knowledge of MSDS is preferred.
- Ability to schedule work and meet deadlines with little or no supervision.
- Ability to use appropriate techniques to move up to 50 lbs.
- Ability to deal with staff and visitors in a professional manner.
- Ability to maintain confidentiality and integrity.
- Ability to respond to emergencies.
- Knowledge of syilx history and culture is an asset.

This position is in direct contact with children, a clean criminal record check with vulnerable sector screening must be completed prior to hire.

Open until closed. Send cover letter and resume via hand delivery, mail, e-mail to:

Human Resources,

Upper Nicola Band – General Delivery, Douglas Lake, BC, V0E 1S0

hr@uppernicola.com

Upper Nicola Band thanks all applicants. However, only those short-listed for an interview will be contacted.