



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

DEPARTMENT:	Administration
SUPERVISOR:	CUSTODIAN SUPERVISOR
POSITION TITLE:	CUSTODIAN
TERMS:	ON-CALL
JOB REFERENCE#:	2017-013

The purpose of this position is to complete the cleaning and disinfecting of the TteS on the Kamloops Indian Reserve, in accordance with health procedures and universal precautions protocol. The incumbent maintains a safe, clean and sanitary environment for clients, visitors and staff within the buildings as required.

The incumbent works independently, but takes direction from and reports directly to the Custodian Supervisor. The Custodian position is client centered and is expected to operate with the highest level of confidentiality and is expected to clean the inside of buildings for the TteS on the Kamloops Indian Reserve.

The Custodian interacts with a wide variety of Band employees within TteS including:

- Band and community members and working groups.

DUTIES AND RESPONSIBILITIES:

1. Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures, to ensure the environment is clean and safe from disease. (95%)
 - Daily cleaning of offices, washrooms, common areas, coffee rooms and lounges.
 - Periodic cleaning of stairways, floor surfaces, interior walls and ceilings, drapes Venetian blinds.
 - Transport cleaning supplies on utility cart to work areas.
 - Wipes all surfaces, including sinks, toilets, mirrors, furnishings and equipment with disinfectant (uses germicidal agent for all damp/wet procedures).
 - Cleans floors by dry or wet mopping, vacuuming and polishing.
 - Spot cleans as required.
 - Replenishes supplies.
 - Provides care and some maintenance of all equipment used. eg. Carts, vacuum, etc.
 - Cleans all surfaces with disinfectant including vents, walls and windows.
 - Collects and removes all waste garbage and sharps containers.

- Monitoring all equipment for unusual noises, smells, etc. to ensure machinery is functioning properly.
 - First contact when dealing with complaints.
 - Reports malfunctions or concerns to the supervisor.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
 - Maintains confidentiality on all matters of the TteS.
2. Other related duties as necessary. (5%)

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

Must have grade 10 education or equivalent and ability to comprehend oral and written English, so as to understand and apply safety, current procedures and protocols, universal precautions, and WHMIS.

Must complete Workplace Hazardous Material Information Systems (WHMIS)

Must be in good physical condition and health.

First Aid, CPR Level C certificate.

Skills and Abilities

- Ability to work with minimal supervision and to prioritize workload duties.
- Ability to be flexible and adaptable to the environment.
- Physically able to meet the demands of bending, lifting and twisting positions.
- Knowledge and application of safety procedures to ensure a safe working environment.
- Self-motivated, and reliable
- Ability to work in a cross cultural environment.
- Flexible, committed and enthusiastic.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

HOURS OF WORK: On-Call normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc Thanks All Applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is OPEN

Submit Job Application form, cover letter, resume, and references

online: tkemlups.ca, by email: resume@kib.ca, by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 3:00 p.m.

As of August 26, 2011 we require each applicant to fill out an online [Job Application Form](#), which can be found on the tkemlups.ca website