



# *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.

**POSITION TITLE:** NIGHT CUSTODIAN (2 Positions Available)  
**DEPARTMENT:** ADMINISTRATION/HUMAN RESOURCE  
**SUPERVISOR:** CUSTODIAN SUPERVISOR  
**TERMS:** FULL-TIME  
**JOB REFERENCE#:** 2020 - 006

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

### **DUTIES AND RESPONSIBILITIES:**

- Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures, to ensure the environment is clean and safe from disease.
- 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 (example: carts, vacuum, etc.).
- Cleans all surfaces with disinfectant including vents, walls and windows.
- Full cleaning of all areas quarterly, biannually and yearly.
- Collects and removes all garbage and recycling from 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.**

## 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.
- Must complete Workplace Hazardous Material Information Systems (WHIMS) (*will offer the training*)
- Must be in good physical condition and health.
- Must possess a First Aid, CPR Level C certificate (*will offer the training*)

### 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.

**HOURS OF WORK:** Normal day shift – 7 hours per day. Non – normal shift may be required.

**PAY GRADE:** \$13.85 to \$16.15/ hour dependent upon experience

Tk'emplúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is February 10<sup>th</sup>, 2020 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/job-application-form/>, 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 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**