



## *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.

<b>POSITION TITLE:</b>	<b>CUSTODIAN</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>SUPERVISOR:</b>	<b>CUSTODIAL SUPERVISOR</b>
<b>TERMS:</b>	<b>ON-CALL</b>
<b>JOB REFERENCE#:</b>	<b>2020-078</b>

The Custodian is required to complete the cleaning and disinfecting of TteS buildings on reserve in accordance with health and safety procedures and universal precautions protocols. The incumbent maintains a safe, clean, and sanitary environment for clients, visitors and staff as required.

The Custodian works independently but takes direction from and reports directly to the Custodial Supervisor. The Custodian is client centered role and expected to operate with the highest level of confidentiality while performing their job responsibilities cleaning building interiors.

The Custodian interacts with a wide variety of Band employees within TteS including Band and community members and other working groups.

#### **DUTIES AND RESPONSIBILITIES**

1. Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures ensuring the environment is clean and healthy work environment (95%)
  - Daily cleaning of offices, washrooms, common areas, coffee rooms and lounges
  - Periodic cleaning of stairways, floor surfaces, interior walls, ceilings, drapes, and blinds
  - Transports cleaning supplies on a utility cart to work areas
  - Wipes all surfaces (uses germicidal agent for all damp/wet procedures) including sinks, toilets, mirrors, furnishings, and equipment
  - Cleans floors by dry and/or wet mopping, vacuuming, and polishing
  - Spot cleans as required
  - Replenishes supplies in washrooms, common areas and custodial spaces
  - Monitors and provides care and light maintenance of all equipment used (i.e. carts, vacuums, etc.) and reports malfunctions to the Supervisor
  - Periodic cleaning of vents, walls, and windows with disinfectant

- Collects and removes all waste, garbage, and sharps containers
- Performs all duties and responsibilities in accordance with TteS policies, standards, and procedures
- Maintains confidentiality on all matters of TteS.

2. Other related duties as necessary (5%).

## POSITION QUALIFICATIONS

### Professional certification, education, and experience:

Minimum grade 10 education or equivalent combined with the ability to comprehend verbal and written English to ensure an understanding and application of health and safety policies and procedures, universal precautions, and WHMIS.

Must complete Workplace Hazardous Material Information Systems (WHIMS)

Must be in good physical condition and health

First Aid CPR Level 1 certificate is a definite asset.

### Skills and Abilities:

- Ability to prioritize workload and work with minimal supervision
- Flexible and adaptable to changing work environment
- Physically able to meet the demands of bending, lifting, and twisting
- Knowledge and application of health and safety procedures to ensure a safe working environment.
- Self-motivated and reliable
- Ability to work in a cross-cultural environment
- Committed and enthusiastic
- Willing to continuously upgrade their skills and knowledge and further their formal training.

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

**PAY GRADE:** Per current salary grid.

Tk'emlúps 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.

## Open until filled

**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.**