



# Employment Opportunity

## Janitorial Services

The Janitor is responsible for cleaning TKC offices and grounds, performing minor maintenance and security requirements, and reporting all damage or need for repair to the buildings or furnishings. This is a permanent part-time position at 26 hours/week.

### **Duties and Responsibilities include:**

- Collecting and disposing of all wastes in and around the office and grounds, including emptying wastebaskets, cleaning and tidying offices, cleaning and tidying coffee area, loading and unloading dishwasher
- Mopping, sweeping, vacuuming, stripping, waxing, buffing and/or shampooing floors
- Cleaning & disinfecting of washrooms, toilets, sinks and fixtures therein, including stocking with adequate soaps & other user materials, according to set standards
- dusting rooms / furniture / fixtures and appliances to set standards
- Generally tidying of conference rooms, meeting rooms, etc.

Complete details of all duties and responsibilities is provided in the master schedule for custodial services.

**As per policy, preference will be given to qualified Ta'an Kwäch'än Citizens who self-declare in the cover letter/résumé**

**Closing date of competition is Thursday, February 22, 2018**

Please submit a Cover Letter/Résumé to: [human.resources@taan.ca](mailto:human.resources@taan.ca)