



CONAYT FRIENDSHIP SOCIETY

EMPLOYMENT OPPORTUNITY

Custodian

Conayt Friendship Society is looking for a qualified and motivated individual for the position of Custodian. This position is a part-time position (4.5 hours a day) 22.5 hours per week.

GENERAL RESPONSIBILITIES:

- Disinfect surfaces, including desktops and shelves
- Make sure the establishment is clean and meets all safety requirements
- Gather and empty garbage; including sort recycling and transport to recycle depot
- Vacuum, sweep, and mop floors
- Ensure all doors are locked
- Clean, sanitize, restock supplies in restrooms
- Keep an inventory of cleaning supplies as required and needs to provide list to reception
- Maintains Awareness of safety procedures

QUALIFICATIONS:

- 1-2 years' cleaning experience
- Valid Driver's License with reliable transportation
- At least 2-3 references
- Knowledge and awareness of Aboriginal Cultures, and Friendship Centres
- Ability to use basic cleaning equipment
- Knowledge different cleaning supplies, tools and equipment
- Possess multitasking ability and organizational skills to keep track of various responsibilities
- Excellent verbal and written communication
- Ability to carry out tasks in a timely fashion with minimal supervision
- Flexibility to work with team members or individually
- Good understanding of health and safety regulations
- Ability to work well with others, treat people with dignity and respect and promote confidence
- The successful candidate must pass a Criminal Record Check.

As per section 16 of the Federal Charter of Human Rights Act, Preference will be given to applicants of Aboriginal Ancestry.

Please submit your cover letter and resume to:

Program Director
2164 Quilchena Avenue, Merritt BC V1K-1B8
Email: programdirector@conayt.com

We thank all individuals for their interest, however, only candidates selected for interviews will be contacted.

Accepting applications until position has been filled