



#32 U'Kwa'Nalis Rd
Kingcome Inlet, BC V0N 2B0
P: (250)974-3013 F: (250)974-3005

EMPLOYMENT OPPORTUNITY

DFN is looking for an individual that can take on the position of Custodian for the Administration, Finance and Annex buildings.

Core Duties:

-) Floors- vacuum and wash floors daily;
-) Clean all areas with a sanitizer and cleaning agents daily;
-) Wipe down chairs;
-) Clean the washrooms thoroughly;
-) Ensure toilet paper and paper towels are available at all times;
-) Empty and clean garbage cans, wall and windows;
-) Kitchen:
 - o Sanitized, table, counter tops, stove.
 - o Wash, dry and put dishes away daily.
 - o Clean Fridge every two weeks.
-) Ensure custodian cupboards are tidy / under sinks in kitchen & bathroom.

Hours:

-) 1 Hour per day for the Administration Building (Band Office)
-) 0.5 Hour for the Finance Building
-) 0.5 Hour for the Annex Building

Additional 1.5 hour is provided each Friday to carry out the additional cleaning tasks as noted below, 0.5 hour additional time for each building.

Extraordinary Duties:

Every Friday, an extra 1.5 Hours is allotted to the Custodian to perform extraordinary cleaning duties which are as follows:

-) Dusting – Window Blinds, Shelves, Top of filing cabinets
-) Windows – Wash windows in the Finance Office, Band Office: Council Chamber, Kitchen, Front office and Front Door; Annex window in main sitting area



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Please submit a resume and cover letter to:

Robin Dawson
Interim Band Administrator
Email: band.administrator@kingcome.ca

Deadline: Friday, July 21st, 2017

Job description and Statement of qualifications is available at the Administration office front desk – Ask Diana Dawson.