

Job Description

Title:	Janitorial Associate	Date: Previous:	Sept 5, 2023 None
Department:	Infrastructure & Development – Maintenance	Reports to:	Maintenance Supervisor
Status:	Part Time – Up to 32 hours per week	Direct Reports:	None

Purpose

The Janitorial Associate is responsible for providing as-needed general janitorial services for all community infrastructure.

Responsibilities

Janitorial

- Daily janitorial duties as requested and approved by the Maintenance Supervisor and Infrastructure & Development Manager. This includes gym, bathrooms, offices, kitchen, floor cleaning and polishing, and all other places on reserve that require janitorial services.
- Assist with housing related janitorial services, as needed.
- Assist with landscaping duties around community buildings, if requested.

Administration

- Follow standard operating procedures, required communications, and daily reporting methods/logs for all work requested by either the Maintenance Supervisor or Infrastructure & Development Manager.

Equipment

- Ensure equipment receives regular service as required. This includes ensuring all filters are changed regularly on vacuums, dryers, etc, and that all equipment is kept in good repair.
- If requested, assist in management of inventory and daily use of all supplies and equipment, by direction of the Maintenance Supervisor and Infrastructure & Development Manager.

Competencies and Skills

Education and Work Experience:

- At least 2 years of previous experience in janitorial operations.
- Participate in all training offered.

Knowledge, Skills and Abilities:

- Equipment aptitude with the ability to step in and fix equipment as required.
- Clear and concise communication style both verbally and in writing.
- Moderate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Must possess valid BC Class 5 Drivers License, and be able to obtain a satisfactory Criminal Records check.