

## JOB POSTING

### JANITOR – HEALTH CENTRE

The **Health Centre Janitor** is responsible for ensuring the facility is clean, healthy, and sanitary for staff and clients. This involves daily cleaning inside and out, light yard, general facility, and equipment maintenance.

#### Duties/Responsibilities

- Cleans and disinfects dishes, sinks, surfaces, urinals and toilets in washrooms
- Performs cleaning activities such as sweeping, mopping, floor waxing (once every 2-3 months or as needed), vacuuming, emptying trash bins and replacing bags. Also cleans wall surfaces, crown mouldings, corners, etc. to remove dirt/stains
- Organizes and puts out recycling
- Maintains janitorial equipment and janitor storage area in a clean, safe operable condition. Discusses with the Health Director issues such as replacement of equipment
- Sanitizes door handles, fridge handles, and telephones in various offices and other locations (i.e. nurses' offices, community room, Hall area) daily
- Dusts all surfaces on a periodic basis (i.e., twice month or more frequently as directed)
- Dusts windowsills, ledges, shelves, desks, other furniture, and equipment on a regular and rotating schedule
- Cleans flies out of the light covers. Washes windows and cleans windowsills as needed (inside and out) at least once every 2-3 months
- Monitors outside and inside the Health Centre and picks up litter from parking lots and other areas around the Health Centre, clears cobwebs, dusting. This is only required on a semi-regular or intermittent basis (and to be done as needed on an ongoing basis)
- Maintains supplies inventory, such as toiletries, paper towels, soap, and cleaning materials/equipment/supplies
- General security after hours; recognizing and alerting the Health Director or other health staff of presence of unauthorized persons, locking doors/securing entrance ways and often setting alarms
- A key staff person responsible for keeping the premises safe; clearing hallway obstructions, ensuring garbage and debris is not blocking exits, slipping hazards (ie wet floors), observing fire codes, controlling mould build-up, and alerting staff and management of any possible safety hazards (including lack of proper lighting if light bulbs need replacing either indoors or outdoors)
- Reports any maintenance issues to the Health Director such as: replacement of light bulbs, need for snow removal/icing of exterior walkways, leaks, or other maintenance and repairs needed at the Health Centre that the janitor observes
- Adheres to all Kwakiutl First Nation policies and procedures
- Performs other janitorial duties or other duties as assigned by Supervisor
- Understands, accepts and abides by Work Safe BC's guidelines such as "worker responsibilities" (and other guidelines) for safety as follows:
  - Know and follow health and safety requirements affecting your job
  - If you don't know how to do something safely, ask for training before you begin work
  - Work safely, and encourage your co-workers to do the same

- Correct any unsafe conditions or immediately report them to your supervisor
- Immediately report any injury to a first aid attendant or supervisor
- Takes the initiative
- Make suggestions to improve health and safety
- Assisting in the articulation and establishment of cultural influence expectations in the Kwakiutl Health Centre planning and day-to-day operations

## Requirements

- Knowledge of the Kwakiutl community, culture, and language an asset
- Willing to learn new tasks and undergo training when required to perform job in an efficient, effective, and safe manner
- Must be in good overall health and meet the following physical requirements:
  - frequently lift and move up to 30 pounds and occasionally lift up to 50 pounds
  - specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. This includes ability to read and follow directions on labels
  - hearing—able to converse with others in a normal conversation
  - balancing, bending (i.e., to reach floor level or pick up litter), climbing (including climbing and balancing on a 6-12-foot ladder), lifting, walking, pushing, reaching above shoulders, and sitting
- Strict adherence to WorkSafeBC regulations/safe work practices
- Strict adherence to all Covid-19 safety protocols; including Covid-19 safety plan
- Willingness to learn new skills
- First Aid an asset
- WHMIS (or willing to obtain)
- Attention to detail
- Abides by organizational policies (i.e., personnel, confidentiality, conflict of interest, occupational safety and health policies, and code of conduct) as they currently exist or as they are amended in the future
- Demonstrated ability to work well with others
- Maintains confidentiality
- Able to work independently/with little supervision
- Ability to pass police information check (PIC)
- Preference may be given to Aboriginal persons

**Term:** Permanent

**Compensation:** Competitive

**Date Posted:** May 5, 2021

**Competition Closes:** Open until filled – position to start asap



Please forward your *cover letter* and *resume* **via e-mail** citing “Janitor” in the subject heading of your e-mail to:

**Marie Hunt, Health Director**  
**Kwakiutl Health Centre**  
**97 Tsakis Way, Box 1440, Port Hardy, BC, V0N 2P0**  
**hd@kwakiutl.bc.ca**