



Sacred Wolf Friendship Centre

145A-8950 Granville Street

PO Box 2041

Port Hardy, BC V0N2P0

Phone: 250.902.0552

Fax: 250.949.7907

Employment Opportunity: Permanent Full-time

Sacred Wolf Friendship Centre is currently seeking to fill the position of **Janitor**

Hours: 15hr/week **Salary:** \$12-\$14.29/hr **Start date:** Immediately

Sacred Wolf Friendship Centre is currently hiring for a janitorial position. The janitor is responsible for cleaning all areas of the centre. This position reports to the Program Director. This position can be done in the morning 7:30am to 10:30am or in the evening from 4:30pm to 7:30am 5 days per week with some flexibility to allow for programs running during those hours.

Responsibilities:

- Clean assigned areas by sweeping, vacuuming, mopping, and waxing floor surfaces.
- Collect and dispose trash in garbage containers.
- Clean and sanitize washrooms and ensure supplies are stocked.
- Cleaning all meeting areas, offices and general use spaces including the kitchen.
- Follow pre-set policies, guidelines, and rules to maintain a safe working environment.

Qualifications:

Please indicate in your resume and cover letter how you meet the following criteria:

- Ability to take direction and function in a team environment and individually.
- Previous cleaning experience is a definite asset.
- High school diploma or the equivalent combination of education and experience.
- Must be WHIMIS certified (training can be provided by Sacred Wolf Friendship Centre)
- Good work ethic.

Submit Resume and cover letter to:

**Tracy Hamilton
Programs Director
pdswfc@telus.net**