

KEY FIRST NATION EMPLOYMENT OPPORTUNITY

Band Office Janitor

This employee will work directly under the supervision of the Director of Operations.

Location: Key First Nation

Duties:

- a) The janitor shall be the only person permitted in the Band Office while performing their duties if performing their duties after office hours.
- b) The janitor duties shall be associated with the general cleanliness of the band office, as well as identifying and composing work orders for maintenance needed.

Daily Duties:

- Mop and clean all floors in the band administration office
- Clean and disinfect all toilets
- Wash and clean all bathroom sinks
- Vacuum all carpeted areas
- Remove all garbage from building and put into bin
- Refill all bathroom supplies
- Clean coffee area, including sink
- Keep janitor room clean and tidy
- Remove snow and ice from entrances and sidewalks prior to office opening (8:30 A M Monday to Friday) during the winter season.
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Weekly Duties:

- Dust and clean all ledges, shelves, vents, windowsills, doorframes, picture frames
- Cut grass

Monthly Duties:

- Wash all windows
- Wash down walls if necessary

In addition to the above; perform any other duties as assigned by the Director of Operations.

Qualifications:

- Be able to work unattended
- Be able to work shift work and at times a spit shift
- Be willing to sign a Oath of Confidentiality

Salary: To be determined

Please submit resumes before 4:30 p m, May 27/2011 by fax, in person or email to:

Joanne Griffith,
Director of Operations
594-2545 fax
j.griffith@keyband.com

