



**Gwa'sala-'Nakwaxda'xw Nation**  
P.O. Box 998 Port Hardy, BC V0N 2P0  
Telephone: (250) 949-8343 Facsimile: (250) 949-7402

## **Employment Opportunity**

### **Position: Building Services Worker – Administration Building**

**Regular Position:** Permanent Part-Time (20 hrs/week) Evenings

**Site:** Gwa'sala-'Nakwaxda'xw Administration Building

**Job function:** Using a variety of specialized equipment, tools and machines, performs light and heavy cleaning duties, such as dusting, vacuuming, shampooing, washing, mopping, stripping, polishing and wiping; and empties garbage in accordance with established policies and procedures.

#### **Qualifications:**

- Grade 10 or an equivalent combination of education, training and experience.
- Custodial course is preferred
- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.
- Criminal Record Check.

#### **Responsibilities:**

- Cleans walls, woodwork, shelves, surfaces, windows, stairs, walkways and floors in all areas, by methods such as sweeping, vacuuming, and washing, scrubbing, mopping, stripping, sealing, waxing, buffing and polishing.
- Cleans and disinfects toilets, tubs and showers by methods such as washing, wiping and polishing, and replenishes supplies such as soap, towels and toilet tissue.
- Cleans furnishings and fixtures, such as chairs, exam beds, blinds, cupboards, and other furnishings, by methods such as dusting, polishing, washing and wiping.
- Cleans equipment, such as stretchers, tables, commodes, trolleys, carts, and wheelchairs, by methods such as washing, wiping, and including steam cleaning as required.
- Cleans blinds, drapes, as necessary.
- Collects and disposes of waste material and cleans receptacles, carts, and containers.

- Performs a variety of routine inspection and maintenance functions on related equipment and machines such as securing load, cleaning, checking, lubricating, topping up fluids, and replacing components such as pads, filters, bags and belts, as required. Maintains documentation, such as a logbook, including recommending repair or replacement as necessary.
- Locks windows and doors in accordance with security procedures.
- Uses and handles a variety of cleaning supplies and materials in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations. Maintains stocks of cleaning supplies and materials in accordance with established procedures.
- Transports and moves heavy furniture and/or equipment manually or by using various
  - Ensures a safe and healthy working environment by observing universal (standard) precautions and Covid-19 public health precautions, as well as
- Infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
- Performs other related duties as assigned.
- All responsibilities are to be carried out in accordance with required cleaning policies

**Deadline for application: Friday December 9 @4:30pm**

**Please send cover letter, resume and three references to: [hr@gwanaknations.ca](mailto:hr@gwanaknations.ca)**

**or by mail to the above address or drop-off the same at the GNN Administration Office**

***We thank all who apply, but only those short listed will be contacted for interviews***