



EMPLOYMENT OPPORTUNITY

Job Title: On-Call Janitor

Job Summary: The Soda Creek Indian Band is hiring an On-Call Janitor that are responsible for effectively carrying out janitorial tasks for the organization, ensuring all assigned buildings and facilities are routinely cleaned and maintained. This is a part-time position depending on special events and functions.

Duties and Responsibilities:

- Generally, cleans and maintains the Community Hall ensuring floors, walls, railings, equipment, washrooms, furniture, etc., are regularly cleaned and well maintained for health and safety
- Ensures all trash receptacles and recycle bins are emptied and taken to storage shed
- Maintains janitorial supply rooms ensuring supplies are in-stock as required
- Ensures building security by locking doors and setting building alarms. Ensuring all locks are functioning
- Be open to receiving additional training provided by the Band.
- Reports property damage to the Supervisor
- Other duties as assigned or required

Job Requirements:

- Must be able to obtain and maintain a Criminal Records Check.
- Must provide own transportation to and from work.

Salary: Please specify your wage expectation

How to Apply:

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: www.xatsull.com

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form
3. Resume with Three work related job references.

Email your Application to:

Danielle Taylor, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Fax to: 250 989-2300

Attention: Danielle Taylor
Soda Creek First Nations
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: **December 14, 2017 by 4PM.**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Applications received after 4:00 PM on December 14, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.