



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Position Information

Position: Custodian (Band Office)
Position ID: A-2101
Supervisor: Executive Assistant
Hours: Part-time
Start Date: Immediate

Job Summary

The Custodian is responsible for maintaining a clean and orderly environment at the Saik'uz Band Office. The external and internal appearance of a building reflects on the occupants; therefore, the successful applicant must be careful and thorough in working, cleaning, and tidying the premises.

Responsibilities:

- Ensuring areas are ready for the next day by taking out the trash, tidying furniture, and dusting surfaces
- Sweeping and mopping floors and vacuuming carpets
- Washing and sanitizing toilets and sinks
- Restocking disposables
- Organizing custodial closets and spaces
- Maintaining the working condition of cleaning equipment
- Sanitizing high traffic items such as keyboards, phones, doorknobs, light switches, etc.

Qualifications & Skills:

- Ability to handle a physical workload
- Attentive to details
- Self-motivated with a strong work ethic
- Effective organizational skills

Please submit your cover letter and resume via e-mail to resume@saikuz.com with the Position ID included in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.