



Regional District of Bulkley-Nechako Custodian

The Regional District of Bulkley-Nechako is hiring a permanent, part-time custodian for the corporate office building located in Burns Lake. The hours of this position are at least 25 hours per week, varied to include days, evenings, and weekends as required.

The wage for this position is \$26.49 per hour and includes a comprehensive benefits package. This position is subject to a 3-month probationary period.

Reporting to the Director of Corporate Services or designate, this employee will be able to perform janitorial and housekeeping duties with minimal to no supervision.

Responsibilities and Duties:

- Clean kitchens, bathrooms, boardrooms, and office spaces, etc.
- Clean by a variety of methods, such as: dusting, mopping, washing, vacuuming, etc.
- Operate various janitorial equipment
- Empty and clean garbage receptacles
- Maintain custodial inventories and supplies
- Keep custodial room neat and tidy
- Ensure building is kept secure
- Assist in the general upkeep and tidiness around building
- Clean interior and exterior windows
- Water flower baskets
- Sweep, salt, sand, and clear snow from entrance to the building (as required)
- Assist with the set-up and takedown of tables, chairs, and other furniture and equipment (as required)
- Assist with minor maintenance, such as: changing light bulbs, painting, etc. (as required)

Skills and Qualifications:

- Knowledge of standard cleaning methods and procedures
- Strong organization and time management skills
- Ability to maintain confidentiality
- Ability to work independently
- High School Diploma
- One year of janitorial experience preferred

Resumes will be accepted until the position is filled, and should be addressed to:

Cheryl Anderson, Director of Corporate Services

Subject Line: Custodian

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0