



## 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 will typically be 2-3 hours per shift, varied to include days, evenings, and weekends as required. The wage for this position is \$25.12 per hour.

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 equipment, such as: vacuums and carpet shampooer, etc.
- 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
- WHIMIS Certificate
- One year of janitorial experience preferred

Resumes will be accepted until 4:30 pm, Friday, June 2, 2023, and should be addressed to:

Cheryl Anderson, Director of Corporate Services

Subject Line: Custodian

Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

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