

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

Employment Opportunity Auxiliary/On-Call Janitor

The Government Services Department is looking to establish a list of individuals willing to work as auxiliary/on-call janitors. If you like cleaning, can be available for work on an on-call basis, and are able to work evenings and/or weekends, this is the job for you. The position is responsible for providing back-up janitorial services for the Vuntut Gwitchin Government building, and other VGG buildings as required.

Qualifications:

- Willingness to flexible hours, sometimes with short notice
- Ability to accept supervision and take direction.
- A high standard and commitment to cleanliness.
- Physical ability to move (within reason) heavy items such as vacuums and garbage.
- Physical ability to make repetitive motions when mopping, vacuuming, washing.
- Be reliable & trustworthy.

Main Duties:

- Preparing cleaning solutions.
- Cleaning and disinfecting offices, washrooms, main foyer, hallways and kitchen areas.
- Cleaning other buildings, including rentals, in preparation for events or occupancy.
- Monitoring and reporting on any building or equipment damage or deficiencies.

Job Description available upon request.

Pay Rate: \$29.62 per hour

Training will be provided for successful applicants.

Closing Date: August 23, 2019

Please send your resumes to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

Posted: August 15, 2019

Vuntut Gwitchin Government

- A. **Identification:** Janitor
Department: Government Services
Supervisor: Property Manager
Date: August 2010
Status: Part time
Level: 2
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B. **Job Summary:**

Reporting to the Property Manager this position is responsible for providing janitorial services in the administration building, or community hall and youth centre.

C. **Main Duties:**

Provides janitorial services by:

- Mixing and using cleaning products as directed
- Cleaning areas as directed to levels of expectations
- Notifying supervisor when supplies need to be ordered, equipment to be repaired or purchased
- Reporting any damages to buildings or contents

D. **Job Knowledge and Skills:**

Education

- WHMIS Certificate
- Knowledge of appropriate custodial cleaning products and hazards
- Knowledge of safe equipment operation practices
- Knowledge of Health and Safety regulations and policies as pertains to job

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work effectively with minimal supervision

Specific Skills:

- Ability to operate vacuum cleaners, floor scrubbers/polishers, steam cleaners, carpet shampoo machines, various hand tools such as brooms, mops, etc.
- Ability to perform heavy custodial tasks (e.g. washing walls, stripping and waxing floors)
- Ability to transfer WHMIS training into actual practice

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.

- Ability to communicate effectively with co-workers and community members

E. Decision Making:

Decision-making is required as to sequence of completing tasks, and determining when to consult with supervisor about a problem.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, and adherence to policies and procedures. Efficient delivery of these services is important to the well being of government staff, community members and visitors.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Information exchange. Receiving direction.	Daily

H. Positions Supervised: 0

I. Working Conditions:

This position is located in the administrative building, or the community hall or youth centre.

Spiritual:

Being respectful of traditional beliefs and practices

Physical:

Works with chemically based products, requires bending, reaching and spending significant time on one's feet
Heavy lifting, and repetitive movements with heavy bulky items

Mental:

Working during early evenings and on Sundays

Emotional:

Dealing regularly with co-workers who are under personal stress, or have varying social values

J: Conditions of Employment

Willingness to follow policies and procedures as detailed in personnel and administrative manuals

SIGNATURES Supervisor:

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. <hr/> Supervisor <hr/> Date	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. <hr/> Incumbent <hr/> Date
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