



PAUL FIRST NATION

PO Box 89, Duffield, AB. T0E 0N0

Employment Opportunity for PFN

Administration Building Service Worker

We are currently seeking an Administration Building Service Worker for the Paul First Nation Administration Building.

JOB OVERVIEW

Under the supervision of the Senior Administrator, and the Executive Director, the Building Service Worker is responsible to provide cleaning services to the upper level of the Administration Office with pride, integrity, and humility in accordance with policies and procedures for this line of work.

PRIMARY DUTIES AND RESPONSIBILITIES

1. The Building Service Worker must ensure the following;
 - Work independently within the working area assigned.
 - Provide assistance to Co-Worker with major cleaning of the building.
 - Provide a list of cleaning supplies, equipment needed to the Senior Administrator.
 - Maintains a weekly cleaning work plan.
 - Maintains a daily log of cleaning activities.
2. The Building Service Worker is responsible for the following duties;
 - Sweep, mop, scrub, and wax hallways, floors, and stairways.
 - Shampoo rugs, carpets and upholstered furniture.
 - Dust and wax office furniture, equipment, and countertops.
 - Empty trashcans and other waste containers.
 - Periodically wash interior and exterior windows and other glass surfaces.
 - Periodically wash walls, ceilings and light fixtures.
 - Clean and disinfect washrooms and fixtures.
 - May assist in the show of building to insurance agents, health and fire inspectors.
 - Ensures proper storage for all cleaning supplies and equipment.
 - Reports any problems with the buildings' heating, cooling, plumbing, ventilation, electrical systems and pest control to the Administrators, or proper authorities.
3. Must notify office staff in writing to clear work areas when major cleaning needs to be done.
4. Provide in writing safety precaution information to building occupants, such as, Wet Floor signs, broken glass, known plumbing, heating, and electrical problems.
5. To notify the Senior Administrator for equipment repairs.
6. Ensures professional development by attending workshops and training programs when approved or recommended by Chief and Council.
7. This job description is subject to changes or amendments by Chief and Council.

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

- Minimum qualifications include training and experience in Custodian or Janitorial services.
- Safety tickets: First Aid, WHMIS

SKILLS/ABILITIES

- Organization skills.
- Self initiated with minimal supervision
- Demonstrate strong leadership skills

Salary will commensurate with experience and qualifications.

Application Deadline: Friday, October 7, 2022.

Applicants will be screened based on qualifications; only qualified applicants will be interviewed.

Please submit your resume along with a covering letter attention to:

Deanne Rain, PFN Human Resource Officer

P.O. Box 89, Duffield, Alberta T0E 0N0.

Email to: HR@paulfirstnation.com