

Leq'á:mel First Nation
Job Description

Band Janitor:

Reports To: Band Manager

Duties:

1. Conduct janitorial duties daily to ensure that the band office is kept clean. Duties shall include the following:
 - Sweep , clean and wash all floors as required.
 - Wax floors as required. (at least monthly)
 - Move garbage to a central place for disposal.
 - Ensure the continued supply of bathroom accessories (soap, towels, toilet tissue, deodorizer & cleaners) by informing the Administrative assistant.
 - Dust windowsills, ledges, shelves, desks, other furniture and equipment. Cleaning flies out of the light covers.
 - Encourage staff and band members to cooperate in keeping the buildings clean. Band Manager is to remind staff.
 - Washing windows as required. She needs a key for the barred windows.
2. Ensure each morning that the exterior stairs of the Band office and buildings are swept to keep them safe and free from snow and debris.
3. Report any maintenance problem to the Band Manager and request required supplies from the Administrative Assistant.
4. Ensure all coffee supplies are available and notify the office when supplies are needed.
5. The janitor is to check for meeting room bookings daily.
6. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
7. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
8. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date