



ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

PHONE: 780.470.4505

FAX: 780.470.0463



EMPLOYMENT OPPORTUNITY – Part-time CUSTODIAN (JANITOR)

ENOCH CREE NATION ADMINISTRATION DEPARTMENT

CLOSED COMPETITION

(Band Members Only)

JOB PURPOSE: To keep the Administration building clean, sanitized & presentable to the public and the staff.

SUMMARY OF JOB DUTIES:

Duties include, but are not limited to:

- Sweeping and Moping on a daily basis.
- Cleaning Men's/Women's washroom on a daily basis.
- Vacuuming.
- Dusting (desks, table, phone etc. on a daily basis).
- Wiping down chairs once a week.
- Cleaning windows and ledges.
- Emptying garbage's daily and as needed.
- Comply with cleaning check lists.
- Any additional duties assigned by supervisor.

REQUIREMENTS:

- Must submit a clear Criminal Record Check with cover letter and resume.
- Must sign the confidentiality agreement upon being hired.
- Must have own means of transportation.
- Must be able to lift up to 40lbs.
- Must be able to operate all janitorial equipment required by the job.
- Must be able to carry items up and down stairs when needed (e.g., Carrying a vacuum/mop pail up/down stairs).
- Adhere to Custodial Building Standards.

EDUCATION AND EXPERIENCE

- Building Service Workers Certificate or previous work experience is preferred.
- If not holding a BSW Certificate must have the ability to obtain one when next program is offered.

WORKING CONDITIONS:

- The Custodian (Janitor) will be required to work Monday to Friday, 5 hours daily
- Enoch Cree Nation Administration Building

Closing Date: February 9, 2018

Interview Date: Feb 14-16, 2018

Start Date: February 19, 2018

Please submit cover letters & resumes to Human Resource Department

Email: hr@enochnation.ca

Fax: 780.470.0463

Phone: 780.470.4505 Ext:2222

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview