

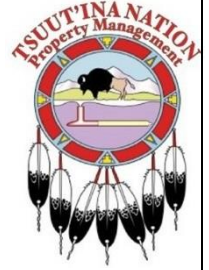


TSUUT'INA NATION ENTERPRISES

HUMAN RESOURCES DEPARTMENT

9911 Chiila Boulevard, Tsuut'ina Nation, AB T2W 6H6

Phone: 403-437-8236 Email: carmelstarlight@tsuutina.com



EMPLOYMENT OPPORTUNITY

*****JANITOR*****

(2 POSITIONS)

EVENINGS

Company: Tsuut'ina Property Management

Reports to: Facility Manager

Competition Opens: **June 30, 2021**

Competition Closes: **July 14, 2021**

Send Resume to: carmelstarlight@tsuutina.com

JOB SUMMARY:

The Janitor is responsible for cleaning common areas and office spaces, removing debris, and keeping areas neat and tidy. The Janitor completes daily, weekly and annual tasks in a timely and efficient manner. **This job requires evening shifts.**

DUTIES AND RESPONSIBILITIES:

- Clean, dust and polish furniture and fittings
- Vacuum, sweep, mop, scrub and polish floors, shampoo carpets and rugs, and strip wax and polish as required
- Clean walls and windows
- Clean and disinfect kitchens, washrooms and other common areas
- Empty and clean waste containers
- Sweep, dust and vacuum stairs and landings
- Dust all blinds.
- Vacuum walk-way mats, clean entrance and lobby.
- Spot clean furniture, interior glass, walls, partitions, and doors.
- Complete seasonal cleaning duties
- Follow safe work practices and WHMIS guidelines
- Other duties as assigned

QUALIFICATIONS:

- General knowledge of housekeeping skills, ie; washing and care of floors, polishing, mopping and other duties
- Previous experience in a cleaning or janitorial role is preferred
- Ability to meet the physical demands of the position
- Completed WHMIS certificate is required

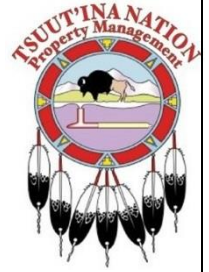


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- Ability to work effectively in a team environment and interact positively with Members, tenants, employees and visitors
- Proven consistency and reliability
- Ability to understand and promote confidentiality
- Must be willing to obtain further training as required
- Must be bondable and successfully complete a security clearance
- Reliable transportation to work is required

OTHER REQUIREMENTS:

- Have a valid Alberta drivers' License, proof of insurance, and own reliable transportation
- Minimum of Grade 10
- **Submit a criminal record check**
- Professional dress attire

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a six-month probationary period at the commencement of his or her employment.