



## District of Taylor

### Employment Opportunity

#### Janitor – Corporate Services Department (Casual Position)

The District of Taylor is currently seeking an energetic and highly motivated individual to join our team as a Janitor. This position will perform tasks such as cleaning and sanitizing offices, meeting rooms, bathrooms, as well as kitchen and public areas.

Reporting to the Corporate Officer, the ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. The Janitor will be responsible for the overall cleaning at the Municipal Hall, Fire Hall and the Community Services Hub. The Janitor will also be able to work well alone and as part of a team.

The ideal candidate will have the ability to meet the physical requirements of lifting, bending and standing for the shift duration and have two years' related experience, or the equivalency of education and experience combined. It would be considered an asset if the incumbent also possessed Level I First Aid and WHMIS 2015 Certification.

The incumbent will be required to maintain a valid Class 5 BC Driver's License and supply his/her own closed toed, non-slip shoes.

Each facility has its own cleaning schedule; however, the successful applicant can expect to work approximately 5-6 hours per week in the evenings as well as on weekends. The Janitor may also be called upon on short notice to assist with providing cleaning services prior to an event. The position's rate of pay will range from \$14.60 - \$18.60 per hour, plus 4% vacation pay. The incumbent's pay rate will be determined based upon a combination of relevant education and experience.

With your resume, please provide a cover letter that articulates how your skills and abilities make you the best candidate for this position. **Submissions will be received until Friday, September 25, 2020 at 4:30 p.m. local time.** While the District appreciates all applicants, only those short-listed will be contacted.

Please address your application to:

Lisa Ford, Executive Assistant  
District of Taylor  
Box 300  
Taylor, BC V0C 2K0

Email: [lford@districtoftaylor.com](mailto:lford@districtoftaylor.com)

Fax: (250) 789-3543



**District of Taylor  
Job Description  
Department: Corporate Services**

**Janitor**

**Classification:** Operational Staff

**Position Summary:** This position works across a number of facilities including the Municipal Hall, Fire Hall and Community Services Hub. The Janitor will perform a variety of maintenance and cleaning tasks to keep the buildings looking neat, clean, free from clutter and safe. This position will spend most of their time gathering and removing trash, organizing recycling, sweeping, mopping, vacuuming, cleaning and stocking bathrooms, cleaning windows and glass, and dusting. The Janitor will typically work when facilities are closed to the public or during low traffic times.

**RELATIONSHIPS**

**Reports To:** Corporate Officer

**RESPONSIBILITIES**

**Core Duties:**

- Performs general cleaning of all areas of buildings as directed
- Performs heavy cleaning duties such as washing walls, baseboards, and windows
- Cleans building floors by sweeping, mopping, scrubbing and/or vacuuming
- Cleans and polishes furniture and fixtures as required
- Cleans, disinfects and stocks washrooms
- Gather and remove garbage from building to external dumpster
- Transfer and organize office recycling
- Dust furniture, walls, machines and equipment
- Complete non-routine cleaning upon request
- Completes tasks in a timely manner with minimal supervision
- Works with a contract cleaning service when required
- Document cleaning inspections and other activities
- Notifies management of the need for repairs if needed
- Other duties as assigned

**QUALIFICATIONS**

**Specialized Skills/Knowledge:**

- Maintain a Class 5 Driver's License, with an acceptable driver's abstract
- Strong attention to detail
- Knowledge of cleaning chemicals and supplies
- Capable of working for various durations of physical work

- Ability to meet physical requirements such as lifting up to 30 lbs, bending, standing for duration of shift
- Ability to work alone and under minimal supervision
- Ability to manage your time efficiently
- Ability to work safely with a variety of cleaning supplies
- Ability to use basic cleaning equipment

**Education**

- Level 1 First Aid would be considered an asset
- WHMIS 2015 Certification would be considered an asset

**Experience**

- Minimum two years' related work experience