



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Building Service Worker

Permanent Part Time: 60 hours Bi-weekly

Location: Port Alberni Government Office

Salary: dependent on experience and education

Authority Relationship: Reports Directly to the Facilities Lead Hand

Key Accountabilities:

- Maintaining the cleanliness of HFN's office building facilities and HFN vehicles.
- Thoroughly sanitizing daily
- Maintaining confidentiality and neutrality at all times
- Promoting a performance-focused environment in alignment with the HFN's values, culture, and business goals.

Job Duties:

- Daily sanitizing all public surfaces i.e. Door handles, keyboards, railings, glass surfaces, telephones, desktops, counters, bathrooms, tables, and chairs
- Keeps the staff room and kitchen area sanitized and clean
- Keeps the floors and walkways swept, waxed, mopped, or vacuumed
- Sanitizes bathrooms, refilling paper, and hygiene products
- Gathers and disposes of garbage, washes dishes, cleans windows, keeps appliances clean, dusts and cleans light fixtures
- Keeps inventory of cleaning supplies
- Cleans windows indoor and outdoor
- Cleaning the company commuter vehicles, bringing vehicles for fuel and or repair shops.
- Some landscaping and cleaning of the HFN property grounds
- All other duties as assigned by your supervisor or director

Operational Requirements:

- Willingness and ability to work after office hours in the evenings, as required.
- Successful background checks, including employment verification and reference checks.
- Must have a Valid B.C. Driver's Licence

Education and Experience Requirements:

- Previous janitorial experience or Building Service Worker 1 or 2 an asset or willing to acquire
- Strong customer service orientation
- Willing to do a Criminal Records Check
- Must be reliable, diligent, and accountable for time and actions on the job

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222. Please quote Building Service Worker Job Posting. Closing date for this position is November 20, 2020 at 4:00 pm.



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other