

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

JANITOR/CLEANER

Purpose

The Janitor/Cleaner is responsible for keeping office clean and orderly condition.

Reporting to

Finance Manager and or designate

Education

Minimum and or equivalent with high school diploma

Professional Designation

None required

Previous Experience

Some or minimal experience required

Knowledge, Skills and Personal Attributes

The Janitor/Cleaner would normally attain the required knowledge, skills and attitudes through related experience. Equivalencies will be considered

The incumbent must have proficient knowledge in the following areas:

- Minimal knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management
- Proper use of standard cleaning equipment
- Ability to maintain confidentiality
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The incumbent must demonstrate the following skills:

- Decision making skills
- Effective verbal and listening communication skills
- Effective written communication skills
- Time management skills

The incumbent must all demonstrate the following:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques

- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to lift, carry, and manage various equipment, boxes and supplies
- The employee may have to spend long hours standing
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks
- The employee may be required to work evening hours

Primary Duties and Responsibilities

MAIN ACTIVITIES

- Clean building floors by sweeping, mopping, scrubbing and vacuuming them
- Wash and dry dishes, and to be put away
- Ensure coffee pots are cleaned and turned off at the end of each day
- Carpeted areas and desks areas must be vacuumed daily
- Boardroom must be cleaned daily
- Gather and separate trash and recycling on a daily basis (recycling boxes must be teared apart and piled together)
- Clean, wipe and/or polish tables/furniture and fixtures
- Clean windows, glass partitions and mirrors.
- Dust desks, furniture, walls, machines and equipment
- Follow procedures for the use of chemical cleaners and equipment

- Monitor building floors by securing and safely by performing such tasks as locking doors after operating hours
- Move heavy furniture and equipment and supplies.
- Notify Finance manager concerning the need for major repairs to operating equipment
- Requisition supplies and equipment needed for cleaning and maintenance duties
- Set up, arrange and remove decorations, table chairs to prepare facilities for events such as meetings or gatherings
- Spray to disinfect all tables, chairs and door knobs
- Perform other duties as requested

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____