



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Permanent Position:** Building Service Worker – 30 hours per week

**Location:** Anacla Government Office

**Salary:** \$27,400 - \$34,300

**Authority Relationship:** Reports Directly to the Human Resources/Office Manager

**Function and Job Summary:** Providing janitorial services in order to ensure that the Government Buildings cleanliness is provided in an effective and efficient manner.

**Key Accountabilities:**

- Maintaining the cleanliness of HFN's office and building facilities.
- Thoroughly cleaning and sanitizing on a daily basis
- 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 cleaning and sanitizing all public surfaces i.e. Door handles, keyboards, railings, glass surfaces, telephones, desk tops, counters, bathrooms, tables and chairs.
- Will use the Sanitizing Fogger daily when office is closed.
- Keeps the staff room and kitchen area sanitized and clean.
- Keeps the floors and walkways swept, mopped or vacuumed.
- Cleans and sanitizes bathrooms, refilling paper and hygiene products.
- Gathers and disposes of garbage, wash dishes, cleans windows, keeps appliances clean, dusts and cleans light fixtures.
- Keeps inventory of cleaning supplies.
- Occasional cleaning House of Huu-ay-aht.
- Cleans windows indoor and outdoor.
- Fill in at front desk; answers telephone and assists visitors
- Other duties as assigned

**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 License
- Must work 6 hours per day from Monday to Friday.

**Education and Experience Requirements:**

- Previous janitorial experience or Building Service Worker 1 or 2 or willing to acquire
- Strong customer service orientation
- Good organizational skills with attention to detail
- Good communication skills, listening and verbal

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Ability to multi-task
- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- 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](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Building Service Worker Job Posting. Closing date for this position is December 9, 2021 at 4:00 pm.

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**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