

Employment Opportunity

Building Service Worker

(Permanent, Part-time – 30 hours per week)

Position	Building Service Worker
Location	?um?iiqsu (Oomiiqsu) Centre, Port Alberni, BC
Scope	Permanent, part-time
Reports to	Oomiiqsu Centre Manager or designate
Salary/Starting Wage	\$21 - \$25 per hour, based on certifications and experience
Benefits	In accordance with HFN policy and applicable employment status / plan terms
Schedule/Hours	30 hours per week, Monday to Friday, 6 hours per day. Evening or after-hours work may be required when requested.

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations Government is seeking a reliable and detail-oriented Building Service Worker to provide janitorial and building-support services at the ?um?iiqsu (Oomiiqsu) Centre in Port Alberni.

The Building Service Worker helps ensure that the Centre, program areas, shared spaces, washrooms, offices, grounds, and related service areas are kept clean, safe, sanitary, and welcoming. The position supports a healthy environment for staff, residents, families, children, visitors, and community members through consistent cleaning, sanitizing, supply tracking, and respectful service.

This role requires reliability, confidentiality, professionalism, attention to detail, and the ability to work independently while following HFN policies, site expectations, safety procedures, and the Sacred Principles of ?iisaak, ?u?aałuk, and Hišukma cawaak.

KEY ACCOUNTABILITIES

- Maintain the cleanliness and sanitation of assigned building facilities, program areas, washrooms, shared spaces, grounds, and related service areas.
- Complete daily cleaning and sanitizing tasks in an effective, efficient, and safe manner.
- Support a clean, welcoming, and respectful environment for mothers, children, staff, visitors, and community members.
- Maintain confidentiality, professionalism, neutrality, and respectful conduct at all times.
- Track cleaning supply needs and bring inventory or maintenance concerns forward in a timely manner.
- Promote a safe and performance-focused work environment in alignment with HFN values, culture, and organizational goals.

JOB DUTIES

Daycare / Program Areas – Daily Requirements

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



huuayah

ANCIENT SPIRIT, MODERN MIND

- Clean and sanitize high-touch and public surfaces, including door handles, keyboards, railings, glass surfaces, telephones, desktops, counters, bathrooms, tables, and chairs.
- Mop floors, vacuum carpets, and maintain clean, safe, and organized program areas.
- Support infection-prevention and sanitation practices by following approved cleaning procedures and product instructions.

Main Facility – Daily Requirements

- Keep the staff room and public areas sanitized, clean, and organized.
- Sweep, mop, and vacuum floors and walkways as required.
- Clean and sanitize bathrooms and refill paper, soap, and hygiene products.
- Clean staircases on both sides of the facility.
- Gather and dispose of garbage, wash dishes where required, clean windows, clean appliances, dust, and clean light fixtures in public areas.
- Clean offices when requested by staff or the supervisor/designate.

Additional Duties

- Maintain inventory of cleaning supplies and report supply needs in a timely manner.
- Clean interior and exterior windows on the lower floor and balconies where safe and appropriate.
- Clean and sanitize HFN company commuter vehicles when assigned.
- Support site cleaning, litter picking, and general tidiness of outdoor or shared areas.
- Report safety, maintenance, supply, or facility concerns to the supervisor/designate.
- Perform other related duties as assigned.

OPERATIONAL REQUIREMENTS

- Permanent part-time position working 30 hours per week, generally Monday to Friday, 6 hours per day.
- Willingness and ability to work after office hours or in the evenings when requested.
- Successful completion of background checks, including employment verification and reference checks.
- Successful completion of a vulnerable sector criminal record check is required before employment and must be maintained in good standing throughout employment.
- Valid BC Driver's Licence is required.
- Ability to safely use cleaning supplies, equipment, and personal protective equipment in accordance with site and safety requirements.
- Ability to stand, walk, bend, lift, carry supplies, and complete physical cleaning duties safely.
- Ability to maintain confidentiality on sensitive family, child, housing, workplace, and organizational information.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Previous janitorial, custodial, cleaning, building service, or facilities-support experience is preferred.
- Building Service Worker 1 or 2 certification is an asset, or willingness to obtain training as required.
- Experience working in a childcare, family-support, residential, office, community, or public-service environment is an asset.
- Experience safely using cleaning products, sanitizing procedures, cleaning equipment, and basic supply tracking is an asset.
- An equivalent combination of education, training, and experience may be considered.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail and pride in maintaining clean, safe, and welcoming spaces.
- Strong customer-service orientation and ability to work respectfully with staff, residents, children, visitors, and community members.
- Good organizational skills and ability to follow daily cleaning routines and priorities.
- Good communication, listening, and verbal skills.
- Ability to multi-task and work independently with limited supervision.
- Reliable, diligent, punctual, and accountable for time and actions on the job.
- Ability to work in a culturally safe, respectful, and professional manner.
- Commitment to Huu-ay-aht values and the Sacred Principles of ʔiisaak, ʔuʔaakuk, and Hišukma c'awaak.

HOW TO APPLY

Submit to:

Human Resources
Huu-ay-aht First Nations Government
Email: hr@huuayaht.org
Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Building Service Worker in the subject line.

Application deadline: July 30, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, self-governing Indigenous government, childcare, family-support, residential, custodial, or facilities-service environments.



HUU-AY-AHT VISION, MISSION, AND VALUES

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ?iisaak 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, and 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

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

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

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, and compassion
- ?iisaak
- Observe protocol and ceremony

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

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