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ANCIENT SPIRIT, MODERN MIND



Job Posting

Full-Time Position: Building Service Worker

Location: ?um?iiqsu Centre (Oomiiqsu) Centre (Port Alberni) and Child and Family Wellness Office.

Scope: 75 hours Bi-weekly

Salary Range: \$36,000 - \$43,000

Position Start Date: December 2, 2024 (Subject to change depending upon construction, licensing and permitting).

Authority Relationship: Reports Directly to the ?um?iiqsu (Oomiiqsu) Centre Manager

Job Description

The Building Service Worker is responsible for keeping spaces safe and clean for those working or occupying the ?um?iiqsu Centre and Child and Family Wellness Offices. They may also provide a variety of services, both indoors and outdoors of the facilities, including maintaining furnishings and replacing fixtures.

Key Accountabilities:

- Maintaining clean and presentable buildings, both inside and outside of the ?um?iiqsu Centre and Child and Family Wellness Offices .
- Responsible for cleaning and disinfecting high traffic areas, emptying trash, making minor repairs as needed, and tending to the grounds of the establishment.
- Sanitize all areas, restrooms and keep entrances clear.
- Complete daily checks on the ?um?iiqsu Centre and Child and Family Wellness vehicles for damage and cleanliness.

Job Duties:

- Daily sanitizing all public surfaces i.e. Door handles, keyboards, railings, glass surfaces, telephones, desktops, counters, bathrooms, kitchen areas, tables and chairs.
- Ensure staff kitchen areas are sanitized, and dishes cleaned and put away.
- Keeps the floors and walkways swept, waxed, mopped or vacuumed.
- Clean and do minor maintenance of all bathrooms, unplugging clogs, refill paper and hygiene products and ensure all light fixtures are working.
- Gathers and disposes of garbage, keeps appliances clean, dusts and cleans light fixtures and ensures all light fixtures are functioning.



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- Maintain inventory of cleaning supplies and provide list for restocking.
- Clean windows indoors and outdoors of the ʔumʔiiqsu Centre and Child and Family Wellness Offices .
- Do minor maintenance of facilities from replacement of light bulbs, tightening loose handles, replacing batteries of fire alarms and clocks, doing compliance checks of fire extinguishers and escape routes.
- Clean the outdoor perimeter of the ʔumʔiiqsu Centre and Child and Family Wellness Offices, removing all garbage, and ensuring all entrances are cleared of any obstacles.
- Do daily checks on the ʔumʔiiqsu Centre and Child and Family Wellness Offices vehicles for damage and clean the interior of the vehicle.
- 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.
- Cultural Sensitivity and Trauma-Informed Practice training.
- Successful background checks, including employment verification and reference checks.
- Must have a Valid B.C. Driver's License
- Always maintaining confidentiality and neutrality.
- Promoting a performance-focused environment in alignment with HFN's values, culture and business goals.
- Must be reliable, diligent, and accountable for time and actions on the job
- Willing to do a Vulnerable Person's Criminal Records Check

Education and Experience Requirements:

- Certification in Building Service Worker 1 or 2 an asset or willing to acquire and = 2 years of experience in janitorial or maintenance services.
- Experience in customer service and working with people.
- Experience in performing minor maintenance of buildings, such as fixing toilets, replacing handles, etc.

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 October 4, 2024, 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

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