



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Employment Opportunity

Part time cleaner

The Ulkatcho Band Office is seeking a part time cleaner. The cleaner will work under the direct supervision of the Office Manager.

QUALIFICATIONS:

- Ability to follow directions and work independently.
- Be Punctual and Reliable
- Have an Excellent rapport with community members.
- Prior cleaning experience preferred.
- Criminal record check

ESSENTIAL DUTIES:

- Clearing walkways during the winter months
- Working during the evening and when necessary
- Taking garbage out of offices and bathrooms
- Responsible for helping clean and sanitize the band office.
- Sweep, mop, dust, and vacuum
- Complete daily logbook of tasks completed.
- Other duties as assigned by Office Manager

Hours: The successful applicant will be hired on an as needed basis.

To apply for this position please send your resume and cover letter to hr@ulkatcho.ca or hand deliver a copy to the receptionist at the band office.

Interview Process:

- Only shortlisted candidates will be contacted for an interview.
- Criminal Record Check
- Work/Personal Reference Check