



Job Opportunity
Janitor, Hammonds Plains Gaming Centre
Closing Date: March 15, 2024

Description:

Under the supervision of the Hammonds Plains Gaming Manager, the Janitor is responsible for the daily upkeep of the Sipekne'katik's Entertainment Center building.

Specific Accountabilities:

Daily:

- Remove trash from all wastebaskets, floors, etc. and place in bins for collection.
- Sanitize and wipe clean all VLT machines throughout the shift.
- Sanitize and wipe clean desktops, tabletops, office equipment, furniture, ledges, sills, stair rails and other dust-collecting items.
- Sweep/wet mop floors in all areas of the building and move articles to allow for thorough cleaning.
- Wash and sanitize all toilets and urinals. This is a priority and must be completed competently at the beginning of the day and periodically throughout the day when necessary.
- Sanitize and/or wash and wipe dry all countertops, sinks, mirrors and dispensers.
- Clean kitchen, stove, fridge, microwave, inside cupboards, dirty dishes and locker area.
- Make coffee/tea in games room and ensure the area is kept clean including doing the dishes.
- Fill all paper and soap dispenser units.
- Empty disposal bins and replace bag liners as necessary.
- Pick up any garbage or debris around the building exterior at and near all building entrances and in parking lot.
- Replace lighting tubes or bulbs in interior fixtures, as required.

Weekly (or more often, if conditions require it):

- Wipe down any fixtures.
- Wash toilet and wall tiles in washrooms with bacteria-fighting agent, rinse and wipe dry.
- Wash windows, doors and framing at the main entrance to the building.

Monthly (at least, or more often, if conditions require it):

- Inspect all light fixtures, both interior and exterior, and replace tubes or bulbs as necessary.
- Inspect all Emergency Exit Lights to ensure proper operation and replace bulbs as necessary.
- Test operation of smoke alarms.

Semi-annually (or as required):

- Strip wax build-up from the floors per the manufacturers' recommendations. Reapply a wax finish.



- Clean ceiling-mounted diffusers and grills, lighting fixtures and lenses.
- Wash and polish exterior of all windows, screens and frames.
- Inspect exterior of building. Wash wall exterior and soffits of building with detergent and brush and hose-rinse.

General:

- Take all reasonable steps to ensure the safety of all individuals visiting or occupying Sipekne'katik Entertainment Center. This includes identifying and reporting all hazards and incidents.
- Maintain the janitorial closet, janitorial supplies, and all tools for the job, in a clean and orderly fashion.
- Learn and understand the operation of the fire alarm system and the steps to take in the event of an alarm. Know the location and operation of all fire extinguishers in the building and ensure they are properly maintained.
- Other related duties as assigned by the Manager including, but not limited to, moving office supplies/furniture, ordering cleaning supplies, identifying any areas that require additional attention.

Core Competencies

- Must be physically able to perform rigorous janitorial duties.
- Ability to apply modern cleaning methods and practices with minimal supervision.
- Hold certification, or be willing to obtain WHMIS and other OH&S courses where required.
- Must be dependable, trustworthy, reliable, and responsible.
- Must have reliable transportation.
- Must be willing to work shift work.
- A Criminal Record check is required. Having a criminal record is not a determining factor.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.