



EMPLOYMENT OPPORTUNITY

CUSTODIAL & MAINTENANCE WORKER

First Nations Finance Authority

No. 2024-CMW-01

Internal/External



Who we are:

Located in the beautiful Okanagan Valley (in Westbank) of BC, FNFA is a First Nations-owned and operated national non-profit organization that has been supporting First Nation communities since 2005.

Our goal is to support Indigenous communities and organizations to realize their futures on their own terms. We do this by offering the best financing and investment rates and terms to support our members in building prosperity and success in their communities for current and future generations. Learn more: www.fnfa.ca

Our office encourages diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. Seeing our member Nations prosper and succeed on their own terms is our passion.

Job Summary:

The Custodial & Maintenance Worker will play a vital role in maintaining a clean, safe, and welcoming environment for our head offices. This is an evening position with hours from 3 p.m. to 11 p.m., Monday to Thursday and is based in Westbank, BC; weekend work may be required from time to time.

Primary Job Responsibilities:

- Perform routine cleaning tasks including sweeping, mopping, dusting, and vacuuming of floors, carpets and surfaces.
- Clean walls, partitions, light switches and windowsills.
- Clean carpets and wet mop spills.
- Maintain cleanliness in meeting rooms, break rooms, and other common areas; ensuring they are stocked with necessary supplies.
- Conduct regular inspections of facilities to identify maintenance needs and report issues promptly.
- Assist with minor facilities maintenance tasks as needed, ensuring all areas are well-kept and functional.
- Clean and supply storage facilities.
- Wash windows, interior walls, and ceilings.
- Empty garbage and recycling containers. Coordinate shredding of confidential documents.
- Dusting desk kiosks and horizontal surfaces. May be asked to move heavy furniture, equipment, and supplies.
- Follow all health and safety regulations and cleaning standards.
- Collaborate with team members to ensure efficient operations and a clean environment.
- Liaise with the office building manager to gain access or assent to carry out some duties.
- Follows all FNFA policies and procedures.
- Perform other duties as assigned.

<p><i>Who Can Apply:</i></p>	<ul style="list-style-type: none"> • At least one year of previous experience in custodial or cleaning roles is required. • Strong attention to detail with the ability to follow instructions accurately. • Ability to work independently as well as part of a team. • Physical ability to stand for extended periods, lift heavy objects up to 50 lbs., and perform repetitive movements. • Knowledge of Workplace Hazardous Materials Information System (WHMIS) and Workplace Health Material Safety Data Sheets is considered an asset. • Familiarity with handling cleaning chemicals and supplies. • Experience working in a First Nations community including knowledge of First Nations culture, traditions and values is considered an asset. • Knowledge of safe handling and disposal of cleaning chemicals. • Excellent time management skills to prioritize tasks effectively. • Clean Criminal Record Check.
<p><i>Starting Compensation:</i></p> <p><i>Benefits:</i></p> <p><i>Location:</i></p> <p><i>Duration:</i></p> <p><i>Application process:</i></p> <p><i>Application Deadline:</i></p>	<p>Salary starting from \$25 per hour</p> <ul style="list-style-type: none"> • Work hours - 30 hours per week from 3:00 p.m. to 11:00 pm, Monday to Thursday, with a 30-minute meal break. (May be required to work on weekends occasionally.) • Generous paid time off • Retirement contributions of 6% • 100% Employer paid extended health care • Snacks and refreshments provided • A beautiful newly renovated office space in Westbank, BC <p>The successful candidate will work at our head office in Westbank, BC.</p> <p>Full-time position</p> <p>Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca</p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. FNFA is committed to accommodating people with disabilities. If you require medical or disability-related accommodation to participate in the recruitment process, we will work with you to meet your needs.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p> <p>November 15, 2024</p>