

MI'KMAQ NATION
POSITION DESCRIPTION

Title: Janitor/Advocacy Center

IMMEDIATE SUPERVISOR: Advocacy Center Administrator

CLASSIFICATION: Regular Part-Time/Up to 25 Hours

SALARY RANGE: \$19.00 TO \$23.00

NOTE; The following includes data on essential Job functions, as well as physical, mental and academic and experiential requirement for the Job defined herein. The description Is meant to serve interviewers, applicants, directors and incumbent a reference tool for determining whether applicant or employee qualifications are sufficient to perform the task, and assume the responsibility as described herein. Some aspects of the portion may change over time, according to the Tribal needs, which changes may not be recorded herein at this time.

SUMMARY OF POSTION: The Janitor is responsible for the cleaning and ongoing maintenance of all office and shelter spaces, as well as common areas, within the Mi'kmaq Nation Advocacy Center. This includes, but is not limited to, bathrooms, program spaces, common areas, and offices. The position is also responsible for maintaining exterior areas, including keeping walkways clear of weeds and snow and ensuring the outside grounds are properly maintained.

EDUCATION (OR EQUIVALENT EXPERIENCE): High school diploma or GED required, or willingness to pursue coursework leading to a high school diploma or equivalent. One (1) year of janitorial or cleaning experience preferred.

LICENSES OR CERTIFICATES: Must possess a valid driver's license and/or obtain one within 6 months of employment.

SKILLS KNOWLEDGE/ABILITIES REQUIRED: Must possess the ability to work independently and as part of a team. Ability to complete assigned tasks as directed. Strong work ethic required; punctuality is essential. Must be courteous and able to maintain confidentiality. Basic janitorial skills required. Basic knowledge of common tools (e.g., drill, weed whacker, etc.). Must be able to lift 25–50 pounds as needed.

FUNCTIONS/TASKS: (This list is not all-inclusive)

- Empty all trash daily-take to curb weekly
- Regularly monitor cleaning supplies.
- Daily cleaning of all areas to include cleaning and sanitation of bathrooms.
- All windows in common areas cleaned daily (less common areas weekly)

- Clean floors daily (mop, sweep)
- Clean light fixtures monthly.
- Assist with transferring program supplies as needed for events.
- Removes weeds/grass from walkways and around building as needed.
- Removed snow from walkways/ramp as needed.
- Keeps walkways salted as needed.
- Clean Center vehicles and do weekly car washes.
- Adheres to strict confidentiality guidelines.
- All other duties as assigned by immediate supervisor

WORKING CONDITIONS: Normal office setting/Outdoor

NOTICE: This position in no way states or implies that the responsibilities and tasks are only responsibilities and tasks to be performed by the employee occupying in this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements state herein are minimum levels of knowledge, skills, and or abilities successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently, "Ability' means to possess and apply both knowledge and skill

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.