



# TAKU RIVER TLINGIT FIRST NATION

Governance Office

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## EMPLOYMENT OPPORTUNITY

POSITION: **Tlingit Family Learning Centre Janitor**  
SUPERVISOR: TFLC Manager or designate  
WAGE: \$18.00 per hour  
STATUS: Permanent Part-Time Position in Atlin British Columbia, 2 hours per day Monday to Friday.  
CLOSING DATE: Until position filled

### POSITION SUMMARY

The Tlingit Family Learning Centre's (TFLC) Janitorial position is to perform Janitorial duties on a daily basis within the TFLC and as designated by Manager/Supervisor.

### DUTIES AND RESPONSIBILITIES

Duties and responsibilities are general cleaning and janitorial duties will include but will not be limited to:

1. Sweeping.
2. Mopping.
3. Vacuuming.
4. Cleaning bathrooms, kitchen, bathrooms and general areas.
5. Trash removal.
6. Spot clean/wipe tables, chairs and other areas.
7. Dusting.
8. Clean front and entrance areas, interior and exterior.
9. Complete other duties as assigned.

### REQUIREMENTS

A top priority at TFLC is having a clean and safe environment for our children. The job requirements emphasizes security and positivity for that reason.

- No janitorial experience necessary.
- Excellent attendance, reliable transportation.
- Considerate, positive attitude.
- Commitment to quality results.

### CONDITIONS OF EMPLOYMENT

- **Class 5 driver's license ???**
- Criminal Record Check – vulnerable sector

### APPLICATION PROCESS

To submit a resume contact: Admin Assistant at (250)651-7900 Fax: (250)651-7908 Email: [admin.assist@gov.trtfn.com](mailto:admin.assist@gov.trtfn.com) or mail to TRTFN · Box 132 · Atlin BC · V0W 1A0.

**We thank all those who apply but only those who are being considered will be contacted**