



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



Janitor

Department: Administration and Finance
Reports To: Office Manager
Type: Casual
Hourly Rate: \$20.00

JOIN THE HAILIKA'AS HEILTSUK HEALTH

At Hailika'as Heiltsuk Health Centre Society (HHHCS), we provide culturally safe, inclusive care guided by Heiltsuk values, supporting community health, healing, and wellness. We are seeking compassionate, collaborative individuals committed to making a meaningful impact. HHHCS is located in Bella Bella, BC, on the Central Coast and home of the Heiltsuk First Nation.

PURPOSE

The Janitor is responsible for maintaining the cleanliness, safety, and general upkeep of our facilities. This role helps create a clean, welcoming, and culturally respectful environment for staff, clients, and community members while supporting the day-to-day needs of the facility.

KEY DUTIES AND RESPONSIBILITIES

- Clean and sanitize offices, meeting rooms, restrooms, kitchens, and common areas in accordance with established schedules and procedures.
- Perform mopping and routine floor-cleaning duties.
- Collect and dispose of garbage, recycling, and other waste appropriately.
- Maintain a clean, welcoming, and culturally respectful environment for staff, clients, and community members.
- Monitor and replenish cleaning and facility supplies and maintain cleaning equipment.
- Follow occupational health and safety, infection prevention, and chemical handling and storage procedures.
- Respond to urgent cleaning or facility needs as required.
- Perform minor maintenance tasks and promptly report repairs or maintenance concerns.
- Support the setup and takedown of rooms for meetings, events, and community activities.
- Maintain basic cleaning, maintenance, and supply records as required.
- Work collaboratively with staff to support day-to-day facility needs.
- Perform other related duties as required.

QUALIFICATIONS

- Previous experience in janitorial, custodial, or facility maintenance roles an asset.
- Knowledge of cleaning equipment, chemicals, sanitization, and safety procedures.
- Understanding of occupational health and safety and general maintenance practices.

HOW TO APPLY

Send your resume and cover letter to jobs@heiltsukhealth.com.

We wish to thank all applicants for their interest and effort in applying, however, only those candidates selected for an interview will be contacted.