



TL'ETINQOX GOVERNMENT

P.O. Box 168, Alexis Creek, B.C. V0L 1A0

Phone: 250-394-4212 * Fax: 250-394-4275

Health Phone: 250-394-4240 * Fax: 250-394-4234

Job Posting: Custodian – Tl'etinqox Government Band Office

Position Title: Custodian

Employment Type: Full-time, Permanent

Application Deadline: Friday, August 22, 2025

Start Date: As soon as possible

Position Summary:

Tl'etinqox Government is seeking a reliable and dedicated Custodian to maintain the cleanliness, safety, and general upkeep of the Band Office. The Custodian plays a key role in ensuring a healthy, welcoming environment for staff, community members, and visitors.

Key Responsibilities:

- Clean and sanitize offices, hallways, meeting rooms, washrooms, and common areas
- Sweep, mop, vacuum, and dust floors and surfaces
- Empty trash and recycling bins regularly
- Restock washroom supplies (toilet paper, soap, paper towels, etc.)
- Report any maintenance or safety issues to the designated supervisor
- Lock and secure the building (if applicable)
- Follow health and safety regulations
- Perform relief reception duties as required
- Other duties as assigned

Qualifications:

- Previous custodial or janitorial experience is an asset but not required
- Ability to work independently and efficiently
- Strong attention to detail
- Good physical condition – ability to lift to 25 lbs and perform physical tasks
- Reliable and punctual
- Respectful and trustworthy in a professional environment

Working Conditions:

- Office work schedule: Monday to Friday 8:30 – 4:30
- Work may involve exposure to cleaning chemicals and physical activity
- May require use of basic cleaning equipment and tools

How to Apply:

Please submit/drop off resume to the Band Office to the attention of:

Genny Bolyos

Director of Finance

finance@tletinqox.ca

Application Deadline: Friday, August 22, 2025

Note: Only candidates selected for an interview will be contacted.