



Job Description: Janitor

Location: Shearwater Resort, Denny Island, British Columbia

Employment Type: Full-Time or Part-Time

Reports To: Project Manager, IT and Operational Support

About Shearwater Resort

Shearwater Resort, owned and operated by the Heiltsuk Nation, is a premier eco-tourism destination located in British Columbia's Great Bear Rainforest. The resort prides itself on providing clean and welcoming facilities for guests, staff, and visitors. The Janitor plays a vital role in maintaining the cleanliness, hygiene, and functionality of all resort facilities, ensuring a safe and pleasant environment for everyone.

Position Overview

The Janitor is responsible for performing a variety of cleaning and maintenance tasks to maintain a high standard of cleanliness throughout the resort. This includes guest areas, staff accommodations, offices, and communal spaces. Reporting to the Project Manager, IT and Operational Support, the Janitor ensures that all facilities are clean, well-stocked, and in good repair, contributing to the overall guest experience and operational efficiency.

Key Responsibilities

Cleaning and Sanitization

- Perform daily cleaning tasks, including sweeping, mopping, vacuuming, and dusting in all assigned areas.
- Clean and sanitize restrooms, kitchens, dining areas, and communal spaces to maintain hygiene standards.
- Empty trash and recycling bins and ensure proper waste disposal according to resort policies.

Facility Maintenance Support

- Monitor and report maintenance needs, such as broken fixtures, leaks, or damaged equipment, to the Project Manager.
- Restock supplies in restrooms, kitchens, and other areas as needed, including paper products and cleaning materials.
- Assist in minor repair tasks, such as changing lightbulbs or unclogging drains, as required.

Specialized Cleaning Tasks

- Deep-clean specific areas, such as carpets, windows, and upholstery, according to a maintenance schedule.
- Handle spills, stains, or biohazards promptly and in compliance with safety protocols.
- Assist with seasonal or event-specific cleaning needs, such as preparing spaces for special functions.

Safety and Compliance

- Follow all health and safety guidelines, including proper use of cleaning chemicals and equipment.
- Use personal protective equipment (PPE) as required for specific tasks.
- Ensure compliance with Shearwater Resort's policies and local health regulations.

Team Collaboration and Support

- Coordinate with other departments to prioritize cleaning tasks and respond to urgent needs.
- Assist in maintaining the cleanliness and organization of storage and utility areas.
- Participate in staff meetings and training sessions to stay informed about updates and best practices.

Qualifications

Education and Experience

- High school diploma or equivalent preferred.
- Previous experience in janitorial or cleaning services is preferred but not required; training will be provided.

Skills and Competencies

- Strong attention to detail to ensure high cleaning standards are maintained.
- Ability to manage time effectively and prioritize tasks in a dynamic environment.
- Physical stamina to perform repetitive tasks, lift heavy objects, and work on your feet for extended periods.
- Basic knowledge of cleaning techniques, tools, and equipment.
- Good communication skills to interact with staff and respond to requests.

Key Attributes

- Dependable and punctual, with a strong work ethic.
- Positive attitude and willingness to take initiative.
- Commitment to creating a clean, safe, and welcoming environment for guests and staff.

Working Conditions

- Based at Shearwater Resort, Denny Island, BC, in a remote and picturesque location.
- Work involves exposure to cleaning chemicals, physical activity, and indoor and outdoor environments.
- Flexible schedule, including availability for early mornings, evenings, weekends, and holidays, as needed.

Compensation and Benefits

- Competitive hourly wage based on experience.
- Opportunities for professional growth and training in facility management.
- Staff accommodations may be available for the right candidate.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Additional tasks may be assigned by the Project Manager, IT and Operational Support, or other members of the leadership team as necessary to meet the operational needs of Shearwater Resort.

How to Apply

Interested candidates are invited to submit their resume and cover letter to hr@shearwater.ca with the subject line "Application: Janitor." Applications will be reviewed on a rolling basis until the position is filled.