



Building Attendant (Full-Time Permanent)

Kitselas First Nation is seeking a reliable, organized, and community-minded Building Attendant to support the daily operations, cleanliness, safety, and basic maintenance of the Kitselas Community Centre. Reporting to the Chief Administrative Officer (CAO), the successful candidate will ensure the facility remains welcoming, functional, safe, and ready for community use at all times.

This position is responsible for the day-to-day custodial care, opening and closing procedures, light maintenance, and operational readiness of the Community Centre. The Building Attendant works collaboratively with the Director of Housing, Public Works & Infrastructure and supports community events, programs, and approved facility use in accordance with Kitselas policies and community protocols.

Education and Experience

- High school diploma required
- Certificate or diploma in a related field (Building Maintenance, Facilities Operations, or similar) is an asset
- Minimum one (1) to three (3) years of experience in building maintenance, custodial services, or facility operations
- Experience working in a community facility, recreation centre, or public building is an asset
- Equivalent combination of education and experience will be considered
- Experience working in a First Nations community and/or organization is preferred

Skills and Abilities

- Ability to work independently and manage daily responsibilities with minimal supervision
- Demonstrated reliability, accountability, and attention to detail
- Knowledge of, or willingness to learn, building maintenance, custodial practices, and safety standards
- Ability to identify and report maintenance, safety, or security issues in a timely manner
- Strong organizational and time-management skills
- Ability to interact respectfully and professionally with community members, staff, and visitors
- Ability to maintain confidentiality regarding Kitselas First Nation matters
- Physical ability to perform duties including lifting, bending, standing, and repetitive tasks
- Willingness to work evenings or weekends as required for community events
- Respect for Kitselas culture, values, and community protocols

Additional Requirements

- Valid BC Driver’s License (Class 5) & reliable vehicle
- Criminal Record Check
- First Aid/CPR certification or willingness to obtain (preferred)

Wage: \$26.00/per hour (commensurate with education and experience)

Interested applicants are asked to submit a cover letter and resume.

Please specify **“Building Attendant”** in your application and clearly outline how your experience meets the requirements of the role.

Deadline: April 3, 2026 at 4:00 pm

Submit to: jobopportunities@kitselas.com

