Klondike Institute of Art & Culture
www.kiac.ca
Box 8000, Dawson City, YT, Y0B 1G0
1-867-993-5005

Position Title: Custodian
Hours: 9-15 hours/week
Wage (hourly): to be negotiated
Starting Date: as soon as possible

Closing Date: **4:30 pm, Thursday Sept 23, 2021**

Are you a dedicated, **independent, and detail-oriented person looking for a flexible schedule?**

KIAC is seeking a contractor to perform custodial duties at the Klondike Institute of Art and Culture, at 902 2nd Avenue in Dawson City. The contractor performs regular weekly cleaning (9 hours/week) as well as post-event and seasonal cleaning as scheduled.

Scope of Contract:

- Once per week cleaning of floors, bathrooms, high touch surfaces, and office spaces, etc. as established through walk through;
- Twice weekly cleaning of lobby, stairs, and high touch surfaces;
- Provide post-event cleaning which may include the ballroom, kitchen, bathrooms, stairs, and lobby, to be scheduled between events and programs;
- Identify and report facility issues;
- Provide annual scheduled clearing services such as floor buffing/waxing, exterior window cleaning, etc.;
- Ordering supplies required for the contract.

Contract includes required equipment and supplies.

Qualifications

- Prior custodial experience.
- Available Sunday evening or Monday morning, and Thursday evening or Friday daytime.
- WHMIS Certification, or willingness to obtain.

To apply for this position, send resume demonstrating qualifications with a cover letter outlining salary expectations to:

Lana Welchman, Executive Director
executivedirector@kiac.ca
Klondike Institute of Art and Culture
902 2nd Avenue Dawson City, YT

For more information or to schedule a walk through please contact Lana at 993-5005.