



Vacancy Notice

We are a new company with site offices in the Big Creek, Belmopan and Orange Walk vicinities. Our company offers its employees exciting opportunities to modernize an industry by working with state of the art equipment in a motivating and engaging work environment.

The Company: We are seeking employees to join an organization that is looking to build a reputation for outstanding leadership and expertise in the Liquid Petroleum Gas (LPG) industry. We want persons who are actively involved and supportive in **National Gas Company** achieving its goals.

National Gas Company is looking for responsible, accountable and honest persons to build a company that takes great care of its customers and employees alike.

For full position requirements view job description below.

Interested applicants should submit a completed application (see end of document), a resume, copies of your degrees and training certificates and 2 reference letters by 5 pm on February 10, 2020 to info@nationalgas.bz

JOB DESCRIPTION

National Gas Company

Job title	Janitor
Reports to	Sales and Administration Coordinator/Officer
Job locations	Big Creek, Belmopan and Orange Walk

Job purpose

Your purpose is to perform a variety of maintenance and cleaning tasks to keep the building looking perfect. Perform cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish.

As the Janitor you should have basic maintenance knowledge around building repairs and experience cleaning.

Duties and responsibilities

1. Clean building floors by sweeping, mopping or scrubbing.
2. Gather and empty trash.
3. Service, clean, and supply restrooms.
4. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
5. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
6. Notify supervisor concerning the need for major repairs or additions to building operating systems.
7. Requisition supplies and equipment needed for cleaning and maintenance duties.
8. Set up, arrange, and remove decorations, tables, chairs, and ladders to prepare facilities for events such as company events and meetings.
9. Spray insecticides and fumigants to prevent insect and rodent infestation.
10. Clean and polish furniture and fixtures.
11. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
12. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
13. Polish floors.
14. Cooperate with the rest of the staff
15. Follow all health and safety regulations
16. Other duties as assigned.

Qualifications

1. Minimum: High school
2. Experience as a Janitor
3. Detail oriented and customer focused

Skills

1. Ability to manage your time efficiently.
2. Work well when your supervisor is not present.
3. Handle basic maintenance, building repairs, cleaning and other janitorial work.
4. Familiarity with Material Safety Data Sheets.
5. Basic math skills.
6. Able to work safely with a variety of cleaning supplies.
7. Integrity and ability to work independently

Working conditions

Working conditions are normal for an industrial office environment.

Physical requirements

Ability to lift at least 25 pounds.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	

Mailing Address:

 Unit 17, Northern Shops
 Mile 1 ½ Phillip Goldson Highway
 Belize City
 Belize, Central America

Email:

 Web: www.nationalgas.bz

EMPLOYEE APPLICATION FORM

APPLICANT INFORMATION									
Last Name		First		Middle					
Street Address					Date	(dd/mm/yy)			
City/Town			District			Country			
Phone			E-mail Address						
When can you start?			Social Security No.			Desired Salary	\$		
Position Applied for					Date of Birth	(dd/mm/yy)			
Are you a citizen/resident of Belize?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have valid work permit for Belize?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Are you willing to work holidays and overtime hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to work any shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to travel or relocate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Do you have a preexisting medical condition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Do you have a valid police record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Required for employment						
Do you have a valid driver license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you in the past or are you currently taking illegal or unprescribed drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
If you are not a citizen of Belize please state your nationality									
CONTACT INFORMATION									
<i>Please list two emergency contacts.</i>									
Full Name			Relationship			Phone			
Address									
Full Name			Relationship			Phone			

Address										
CURRENT/PREVIOUS EMPLOYMENT										
Employer								Phone		
Address						Supervisor				
Job Title					Starting Salary	\$			Ending Salary	\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain			
Employer								Phone		
Address						Supervisor				
Job Title					Starting Salary	\$			Ending Salary	\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain			
PROFESSIONAL REFERENCES										
<i>Please list two references.</i>										
Full Name						Employment Relationship				
Address								Phone		
Full Name						Employment Relationship				
Address								Phone		
PLEASE STATE BELOW REASONS WHY YOU WOULD LIKE TO WORK WITH NATIONAL GAS COMPANY LTD.										

EDUCATION, SKILLS & EXPERIENCE					
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
<p><i>Skills & Experience</i></p> <p>Describe which languages(s) and how fluent of a speaker you consider yourself to be for each.</p> <p>_____</p> <p>_____</p> <p>Are you computer literate? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, please list programs.</p> <p>_____</p> <p>_____</p> <p>Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? YES <input type="checkbox"/> or NO <input type="checkbox"/></p> <p>If yes, please explain below.</p>					
SIGNATURE OF APPLICANT:					
FOR OFFICE USE ONLY					
Hire Location			Job Title		
Rate			Starting Date	(dd/mm/yy)	
Supervisor			Temporary <input type="checkbox"/>	(dd/mm/yy)	
			Part-time <input type="checkbox"/>	Date	
			Permanent <input type="checkbox"/>		
Comments					