

JOB ANNOUNCEMENT

POSITION: Custodian
SALARY: Grade: 10; \$13.95 per hr.
DEPARTMENT: Projects
SUPERVISOR: Supervisory Custodian/Housekeeper
DIVISION : Tribal Administration
CLASSIFICATION : NON-EXEMPT

OPENS: November 14, 2022 CLOSSES: November 29, 2022

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify Human Resources if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

Section 5

Section 6 THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This individual works with hazardous chemicals and in the course of their employment regularly comes into contact with children and seniors.

JOB SUMMARY:

Responsible for janitorial and housekeeping functions on schedule dates in coordination with current janitorial schedule. Will perform routine and repetitive tasks on a continuous basis as assigned by supervisor. May assist with minor repair tasks in Tribal buildings such as painting, refinishing gymnasium floor, etc.

ESSENTIAL FUNCTIONS:

1. Performs all housekeeping functions including cleaning bathrooms, vacuuming, cleaning floors, washing walls and windows, picking up trash around buildings, and any duties to maintain a clean and attractive appearance to the buildings.
2. Must be able to comply with chemical cleaning agents as directed on MSDS sheets and/or direction on containers.
3. During the winter months, may occasionally remove snow from sidewalks.
4. Assists with moving boxes and office furniture when needed.
5. Must be willing to work flexible hours.
6. Will wash outside window and screens as needed and as weather permits.
7. Will perform other related duties assigned by supervisor.
8. Satisfactory work record and attendance.
9. Must be honest and trustworthy.

MINIMUM QUALIFICATIONS:

1. Must have a valid Nevada or Idaho State Driver's License.
2. Must have a High School Diploma or have successfully completed the GED Program.
3. Must be physically fit and be able to lift heavy objects of 10 lbs. or more.

PHYSICAL DEMANDS:

Work requires constant standing and walking. Moderated heavy physical effort is occasionally required in using heavy powered cleaning equipment and moving furniture. Incumbent will frequently lift or move objects weighing up to 40 pounds and may occasionally lift more weight.

CHARACTERISTICS OF SUCCESSFUL PERFORMER:

The successful performer accomplishes the tasks in a courteous manner being considerate and patient of working employees. Because of access to personal and business property, this performer must demonstrate honesty, trustworthiness, dependability, and integrity on a daily basis. This person is a team player with a positive attitude, always striving to do a better job and always neat in appearance. This person must be able to work independently.

WORK ENVIRONMENT:

Incumbent works indoors or outdoors, with the majority of duties being accomplished indoors in areas of adequate heat, light, ventilation. Skin irritations may result from being exposed to and/or of strong cleaning solutions.