

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Custodian
Department: Administration
Reports To: Ernie Decoteau, Supervisor
Status: Hourly
Prepared By: G. Bailey
Prepared Date: June 19, 2015
Approved By: Ronda Metcalf, General Manager
Approved Date: June 19, 2015

Summary: Keep office buildings in clean and orderly condition.

Essential Duties and Responsibilities

- Receives written work orders or verbal instructions from supervisor.
- Cleans internal areas of all buildings, including buffing, dusting, sweeping, and mopping.
- Washes windows, door panels, and door knobs.
- Washes walls, ceiling, and woodwork.
- Replenishes bathroom supplies.
- Replace light bulbs as needed.
- Empties trash cans and consolidates trash for weekly pickup.
- Paints interior and exterior walls and trim as needed.
- Assists other departments with moving furniture and unloading and storing supplies.
- Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.
- Dusting as needed.
- Wash cleaning cloths.
- Clean interior and exterior of tribal vehicles when requested.
- Assist in set-up and clean-up of areas used for activities.
- Maintains confidentiality.
- Other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Washington State driver's license, First Aid/CPR certification and Blood Borne Pathogens training required.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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