

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Custodian (Head Start)

EXEMPT: No
TARGET SALARY: \$9.82 to \$11.55/DOQ
PROGRAM: Head Start
REPORTS TO: ECE Division Manager

JOB CODE: 5-SA T7
SHIFT: Flex
LOCATION: ECE Bldg

SUMMARY: Maintain the interior cleaning of the main and offsite Head Start Buildings including the offices by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Clean and disinfect toilet bowls and sinks, tables and water faucets on a daily basis.

Vacuums all classrooms and offices on a daily basis.

Wash inside windows every two weeks.

Wash and sanitize garbage containers as needed.

Empty all garbage and wastebaskets in both classrooms and office areas.

Strip and wax tile floors every three months.

Sweep and mop classrooms, child care and cafeteria on a daily basis.

Store all cleaning supplies and products safely in a locked cabinet.

Clean carpets every three months.

Wipe down bathroom walls and clean mirrors on a regular basis.

Maintain inventory of supplies, and order when needed.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

A minimum of one year of experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

OTHER SKILLS AND ABILITIES

Ability to operate rug cleaning machine, floor buffer and other industrial equipment relating to janitorial duties.

Ability to work flexible hours according to the needs of the program.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

OPEN: July 30, 2008
CLOSE: August 12, 2008

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.