

# CUSTODIAN – Tribal Offices and Gym

Position Announcement  
(Tribal Members/In-House)

## JOB SUMMARY:

The Kaibab Band of Paiute Indians is seeking an enthusiastic and motivated Custodian for the Tribal Office, Tribal Court and Tribal Gym. The Custodian maintains a clean working environment for all staff and visitors by performing routine and deep cleaning.

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<b>TITLE:</b>	Custodian
<b>DEPARTMENT:</b>	Administration
<b>SUPERVISOR:</b>	Tribal Administrator
<b>OPENS:</b>	September 26, 2017
<b>CLOSES:</b>	October 3, 2017
<b>STATUS:</b>	25 Hours Week, Permanent / Benefits after 90 days
<b>SALARY:</b>	\$9.00 hr

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## DUTIES & RESPONSIBILITIES:

Perform routine and deep cleaning of Tribal Office, Tribal Court and Gym. Ensure buildings are maintained in a professional manner. Must demonstrate honesty and ethical behavior at all times.

- Clean toilets, urinals, sinks, and mirrors, sweeps and mops all restrooms daily. Stocks restrooms with paper and other products.
- Vacuums offices, hallways, rugs and conference rooms at least three (3) times per week.
- Dust, vacuum and/or cleans furniture, equipment and tops of doors, desks, counter tops, light fixtures and switches, chairs and tables weekly or more as needed.
- Clean (wash/wipe down) floors, walls and doors, spot clean carpet weekly.
- Empty trash cans and take out trash daily. Clean trash cans monthly or more as needed.
- Clean out staff refrigerators, and microwave weekly. Clean staff lounge, includes sweeping, mopping, cleaning sink, and countertops daily.
- Clean windows, ledges, and glass, cleans and polishes fixtures weekly or more as needed.
- Use and store chemicals according to manufacturer recommendations.
- Keep current inventory of cleaning supplies, paper products, etc. Order supplies when needed; receive, stock and rotate cleaning supplies.
- Notify supervisor when repairs are needed.
- Maintain and upkeep equipment and tools needed for job function.
- Coordinate carpet cleaning annually with professional carpet cleaning services.
- All other duties as assigned.

## MINIMUM QUALIFICATIONS:

- General knowledge of custodial practices and skills and safe use of various cleaning materials
- Familiar with standard cleaning tools and equipment, and trash disposal methods
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling on a daily basis, must be able to lift up to 50 pounds
- Will be required to sign a confidentiality agreement, violation of this agreement can result in immediate dismissal
- Must pass a fingerprint and criminal background check
- Have a high school diploma or GED
- Must possess a valid driver's license, with a good driving record and be insurable

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT