

POSITION DESCRIPTION:

CUSTODIAN

GENERAL PURPOSE

The Custodian position will be responsible for maintaining all Tribal facilities. This will be janitorial work. Maintain all equipment in proper working order, vacuum, dust, mop, sweep, empty trash, clean restrooms, clean windows, strip and wax floors, and other duties as assigned by Lead Custodian. Reports all maintenance needs to Lead Custodian.

SUPERVISION RECEIVED

Works under the direct supervision of the Lead Custodian

SUPERVISION EXCERISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to do janitorial work.
- Must have experience in stripping and waxing floors.
- Must be able to report to work on time and work with minimal supervision.
- Must be able to lift up to sixty (60) lbs or more.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Prefer a High School Diploma or GED.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Prefer at least six (6) months of work experience.
- Must be able to work odd hours and be flexible with work schedule.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to sixty (60) pounds or more. Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date