United Indians of All Tribes Foundation (UIATF) was founded to serve as a focal point for the renewal and regeneration of cultural identity in the greater Seattle area and beyond. Our mission is to provide educational, cultural, and social services that reconnect indigenous people in the Puget Sound region to their heritage by strengthening their senses of belonging and significance as Native people.

Job Summary
UIATF is currently seeking an energetic and highly motivated individual to join our team as a Custodian. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. The Custodian will be responsible for cleaning and sanitizing offices, meeting space, bathrooms, kitchen and public areas.

Responsibilities
- Perform general cleanup of all areas of the building as directed
- Manage routine upkeep of exterior areas, green space and parking lot
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling daily and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests
- Ensure rooms are maintained and fully equipped
- Troubleshoot issues with lighting and indoor climate control as necessary, forward issues to rest of maintenance team
- All janitorial cleaning, sanitation and resupply tasks for restrooms and preschool/daycare classrooms
- Report to Facilities Manager on equipment status and supply stock and advise on replenishments and needed purchases
- Work with event staff and maintenance/security on setup for events and post-event cleaning
- Report on general workspace safety issues to Facilities Manager for resolution
- COVID and other pandemic-specific cleaning and sanitation requirements, including regular cleaning of public spaces
- Other tasks as assigned

Requirements
• 2+ years janitorial experience preferred
• High school diploma/GED required
• Willingness to work occasionally work evenings
• Ability to work well under minimal supervision
• Capacity to take direction and report on progress
• Strong attention to detail
• Physically capable of lifting and moving objects up to 30 pounds as necessary

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS
The physical demands 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 is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
Work environment characteristics 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.
The noise level in the work environment is usually moderate, work will require operating in a standard office environment, event space and occasional travel to Columbia City office.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

OPENING DATE: 12/13/2021
CLOSING DATE: Until Filled

United Indians of All Tribes Foundation is an Equal Opportunity Employer

APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs, please submit with a resume and cover letter to jobs@unitedindians.org. 
Please contact HR for questions: #206-475-1353, msalanga@unitedindians.org