
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

Title: Custodian

Reports To: Assistant Dental Director

Location: Happy Camp - Dental Clinic

Salary: 16.50 to \$20.00 per hour, DOE

Summary: Performs a variety of general cleaning and janitorial type work, keeps assigned areas and buildings in a clean and orderly condition, and performs related work as required. The Custodian, with Supervisor approval, may work a schedule other than 8:00 a.m. to 5:00 p.m. in order to perform duties without disrupting the work of others.

Classification: Part Time (20 hours per week), Regular, Non-Exempt

Application Deadline: February 9, 2024 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email:

Humanresources@karuk.us

POSITION DESCRIPTION

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Classification: Part Time (20 hours per week), Regular, Non-Exempt

Responsibilities:

1. Performs a variety of cleaning duties such as sweeping, mopping and scrubbing floors; cleaning and vacuuming rugs and carpets; waxing and polishing furniture and woodwork; cleaning hallways, lobbies, restrooms and offices; cleaning ceilings, walls, blinds and light fixtures; emptying and cleaning waste receptacles, polishing metal work; cleaning and disinfecting restrooms; replenishing supplies.
2. Routinely washes windows, moves and arranges furniture and equipment, turns out lights and makes sure doors and windows are locked before leaving (if after business hours); reports any discrepancies to management. Replaces light bulbs and tubes; operates scrubbers, shampooers, buffers, waxers and other equipment and machinery as necessary.
3. Requisitions supplies as needed; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of work; may collect and shred paper for recycling.
4. Assists maintenance workers in shoveling snow, maintaining grounds and landscaped areas or performing basic building maintenance work.
5. Available for local and out of the area travel as required for job related training and attend all required meetings and functions.
6. Protects any Personal Health Information (PHI) in accordance with Karuk Health & Human Services (KHHS) - Dental Office standards and reports any violations.
7. Is courteous in accepting other job-related duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have knowledge of cleaning supplies and equipment, proper methods used in cleaning work, and basic hand tools and equipment used in safe work practices. Must have working knowledge of various chemicals and their use including cleaning, etc. Ensures proper protocols are used when treating Blood Borne Pathogens (BBP), hazardous spills, etc.
2. Must have the ability to clean and care for an assigned area and equipment, follow oral and written instructions, read and write at a level required for successful job performance, recognize and locate conditions which require maintenance and repair, use and care for tools used in work assignments.
3. Must have the ability to work reliably on own initiative without close supervision; ability to establish and maintain cooperative working relationships.
4. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment and furniture; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills; abilities to use vacuum cleaners, scrubbers, shampooers, buffers, waxing equipment, and basic hand tools.
5. Must have the ability to exercise sound judgment and to perform duties with reliability, integrity and initiative. Must be able to read and follow and/or deploy MSDS Sheets or other Material Safety Data instructions.
6. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies, including completing HIPAA training modules and annual refresher study.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommending vaccines and Hepatitis B vaccine and testing for Tuberculosis (TB) upon hire and per Centers for Disease Control (CDC) guidelines. Annual Flu and Coronavirus disease COVID-19 vaccinations are required. Must have an annual physical examination within the first 15 days of employment and yearly, before the anniversary of hire.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Review Committee Approved: January 31, 2024

Employee's Signature: _____