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



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

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

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## Vacancy Announcement

**Title:** Custodian of Orleans Medical Clinic – DNR Administrative Office, Somes Bar Work Center, Fisheries BL, and Panamnik Center.

**Reports To:** Orleans Clinic Manager

**Location:** Orleans

**Salary:** \$10.00 per hour

**Summary:** Shall perform a variety of general cleaning and janitorial work, keep assigned areas and buildings in a clean and orderly condition, and do related work as required. The Custodian 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:** Full Time, Temporary, Non Exempt

### **Application Deadline: Open Until Filled.**

Job descriptions and applications are available online at [www.karuk.us](http://www.karuk.us), or contact the Human Resources Department, Karuk Tribe, PO Box 1016, Happy Camp, CA 96039

- Telephone: 530-493-1600, ext 2010
- Fax: (530) 493-5322
- Email: [jphelps@karuk.us](mailto:jphelps@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.

Applicant's must submit an employment application to the Happy Camp Human Resources Office no later the deadline.

## **POSITION DESCRIPTION**

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**Reports To:** Orleans Clinic Manager

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### **Responsibilities:**

1. Shall work with supervisor and other program directors to work out a cleaning schedule for each building. A copy of these schedules will be kept with the supervisor for scheduling on-call janitors as needed.
2. Shall consistently perform 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.
3. Shall routinely wash windows, move and arrange furniture and equipment, turn out lights and lock doors, windows and gates; replace light bulbs and tubes; operate scrubbers, shampoos, buffers, waxers and other equipment and machinery as necessary.
4. Shall efficiently requisition supplies as needed; observe and report needed repairs to buildings and equipment; maintain equipment used during the course of work; may collect and shred paper for recycling.
5. Shall adequately assist maintenance workers in shoveling snow, maintaining grounds and landscaped areas or performing basic building maintenance work.
6. Shall be capably available for local and out of the area travel as required for job related training and attend all required meetings and functions as requested.
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, basic hand tools and equipment used in routine building maintenance and grounds keeping work, and safe work practices.
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 weighting 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, grounds keeping equipment and basic hand tools.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
6. Must adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommending vaccines, including Hepatitis B. Must test annually for TB. Must have an annual physical examination.
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. *Council Approved: Revised March 24, 2005/Revised October 6, 2005*

**Chairmans Signature:** \_\_\_\_\_

**Employees Signature:** \_\_\_\_\_