

POSITION DESCRIPTION

Title: Housekeeper/Custodian

Reports To: Finance Director

Location: Happy Camp Housing Office and Facilities

Salary: \$9.00 to \$12.00 per hour, depending on experience

Classification: Part Time (25 to 30 hours per week), Regular, Non Exempt

Summary: Shall maintain a safe and clean environment in and around all assigned Karuk Tribe Housing Authority offices and buildings.

Responsibilities:

To provide dedicated and thorough service including, but not limited to:

1. Sweeping, mopping, scrubbing and buffing floors;
2. Cleaning and vacuuming rugs and carpets;
3. Waxing and polishing furniture and woodwork, cleaning windows;
4. Scouring and sanitizing restrooms and kitchen area;
5. Dusting and cleaning hallways, lobbies, ceilings, walls, blinds and light fixtures;
6. Emptying, cleaning and sanitizing waste receptacles;
7. Washing windows, moving and arranging furniture and equipment;
8. Replacing paper products and light bulbs;
9. Requisitioning supplies as needed; observing and reporting needed repairs to buildings and equipment;
10. Assisting maintenance department in snow removal;
11. Being available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested; and
12. Performing all custodial tasks according to manufacturers' instructions.

Requirements:

1. Must have the ability to work effectively with Native American people in culturally diverse environments.

2. Must have the ability to understand and follow oral and written instructions.
3. Must be able to move furniture and appliances, and work in small areas with chemicals.
4. Knowledge of and ability to use/operate cleaning supplies and equipment, including buffers, scrubbers, basic hand tools, and knowledge of proper methods used in janitorial work and building maintenance.
5. Ability to work reliably on own initiative without close supervision; ability to establish and maintain cooperative working relationships.
6. 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 eye-hand coordination; corrected vision and hearing to normal range; good verbal communication skills.
7. Ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
8. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a drug/alcohol screening test and be willing to submit to a criminal background check.

Indian Preference: All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin except as Indian Preference laws and regulations may apply. This position is subject to section 7(b) of the Indian Self-Determination and Education Act [25 U.S.C. §450e (b)]. Section 7(b) requires that to the greatest extent feasible (1) preference and opportunities for training and employment shall be given to Indians, and (2) preferences in the award of contracts and subcontracts shall be given to Indian Organizations and Indian-Owned Economic Enterprises.

Drug Free Workplace: This position is subject to the requirement of the Drug-Free Workplace Act (41 U.S.C. §701 ET. Seq.). Pre-employment and other periodic drug screenings of applicants is required. All applicants will be required to sign a certification that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while employed by the Karuk Tribe Housing Authority.

Criminal Background Check: The applicant will be subject to a background check for criminal convictions. All applicants must not have any felony convictions from any jurisdiction within the past six years.

Board Approved: _____

Employee's Signature: _____

Chairman's Signature: _____