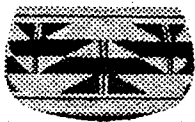


KARUK TRIBE HOUSING AUTHORITY



MAIN OFFICE
P.O. Box 1159 • 635 Jacobs Way
Happy Camp, California 96039
Phone: 530-493-5434 • FAX: 530-493-2485

1836 Apsuun Street
Yreka, California 96097
Phone: 530-842-1644 • FAX: 530-842-1646

Vacancy Announcement

The Karuk Tribe Housing Authority is now accepting applications for the position of:

Housekeeper/Custodian
\$9.00 to \$12.00 per hour, depending on experience

This is a part time position based in the Happy Camp Housing Office and Facilities

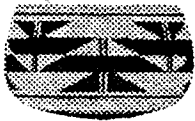
Shall maintain a safe and clean environment in and around all assigned Karuk Tribe Housing Authority offices and buildings.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Thursday, August 30, 2012.

Position Posted On: 8/17/2012 7:16 AM

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POSITION DESCRIPTION

Title: Housekeeper/Custodian

Reports To: Construction Inspector

Location: Happy Camp Housing Office and Facilities

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

Classification: Part Time (25 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:

1. Shall sweep, mop, scrub and buff floors.
2. Shall clean and vacuum rugs and carpets.
3. Shall waxing and polish furniture and woodwork, and clean windows.
4. Shall scour and sanitize restrooms and kitchen areas.
5. Shall dust and clean hallways, lobbies, ceilings, walls, blinds and light fixtures.
6. Shall empty, clean and sanitize waste receptacles.
7. Shall wash windows, move and arrange furniture and equipment.
8. Shall replace paper products and light bulbs.
9. Shall requisition supplies as needed; observe and report needed repairs to buildings and equipment.
10. Shall assist maintenance department in snow removal.
11. Shall perform all custodial tasks according to manufacturers' instructions.
12. Shall be available for local and out of the area travel as required for job related training and attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job 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 be able to move furniture and appliances, and work in small areas with chemicals.
2. Must have 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.
3. Must have the ability to work reliably on own initiative without close supervision and 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 eye-hand coordination; corrected vision and hearing to normal range; good verbal communication skills.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
6. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a pre-employment drug screening test and submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

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.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal or veteran's preference.

Board Approved:

Chairman's Signature: _____

Employee's Signature: _____