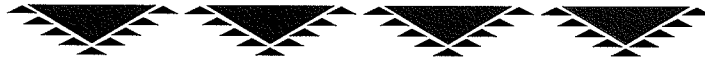

Karuk Community Health Clinic

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

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

**Custodian of Orleans Medical Clinic – DNR Administrative Office, Somes Bar Work Center,
Fisheries BLD, Karuk Transportation Dept. Office, and Panamnik Center**

\$10.00 per hour

Full Time Position, Regular, Non Exempt

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.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ Tribal (TERO) 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, Monday, September 24, 2012.

Position Posted On: 9/11/2012 11:08 AM

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POSITION DESCRIPTION

Title: Custodian of Orleans Medical Clinic – DNR Administrative Office, Somes Bar Work Center, Fisheries BLD, Karuk Transportation Dept. Office, and Panamnik Center

Reports To: Senior Nutrition Center Supervisor

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, Regular, Non Exempt

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, shampooers, 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, shampoos, 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

Chairman=s Signature: _____

Employee=s Signature: _____