



SUSANVILLE INDIAN RANCHERIA

745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: Temporary Custodian
DATE OF ANNOUNCEMENT: January 11, 2018
CLOSING DATE: January 20, 2018
HOURS: Full Time
SALARY: \$12.27 - \$12.89/hr - DOE

GENERAL STATEMENT OF RESPONSIBILITIES:

Under general supervision, performs a wide variety of custodial duties and related work as required.

SPECIFIC RESPONSIBILITIES:

1. Empties and lines waste receptacles and disposes of trash daily. On weekly basis cleans waste receptacles. Empties and lines Bio-hazard waste receptacles and disposes of trash in Bio-hazard storage container.
2. Cleans and disinfects all restrooms - sinks, toilets and urinals on a daily basis.
3. Disinfects and cleans light switches, fixtures, kitchen appliances, walls, mops floors, counter tops, lunchroom tables, doors and work surfaces of marks, dust and grime daily. Cleans walls, ventilation covers, sills, and baseboards weekly. Weekly cleaning of windows and blinds.
4. Spot cleans carpets as needed. Shampoos carpets and waxes floors quarterly.
5. Fills all paper towel, toilet tissue and liquid soap dispensers daily.
6. Schedules and reports to supervisor, routine repairs and tune-ups to maintenance equipment and maintenance to exterior and interior structure of clinic building.
7. May provide work direction to individuals on special work programs.
8. Observes safe working practices, including maintaining storage areas in safe working condition.
9. Report all safety or fire hazards immediately. Obtain necessary work orders for repairs.

10. Will respond to work orders based upon the priority status designated on the work order. Work orders will be considered complete when passing all SIR quality and safety standards, will advise the supervisor if the work order cannot be completed in a timely manner.
11. Keeps monthly inventory of supplies that must be submitted by the 10th of the month to be ordered by the supervisor.
12. Other duties as assigned.
13. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.

MINIMUM QUALIFICATIONS:

1. Must be physically able to perform heavy labor and maneuver equipment weighing up to 40 pounds.
2. Must be willing and able to work evenings, weekends or other hours as required.
3. Must be able to relate to Native Americans.

DESIRED QUALIFICATIONS:

1. One-year experience in janitorial or custodial work.
2. Knowledge of proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
4. Knowledge of safety practices and equipment related to custodial work.
5. Ability to understand and follow written and oral instructions.
6. Ability to complete assignments independently without immediate supervision.
7. Ability to establish and maintain effective working relationships with those encountered in the course of the work.

*** Preference will be given to Native Americans (42.CFR 36.221)