



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Custodial Staff
<b>Department:</b>	Custodial
<b>Employment Status:</b>	Regular
<b>Class:</b>	Part-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Custodial Staff Lead
<b>Closing Date:</b>	10/15/2023

---

### **GENERAL DESCRIPTION:**

A Janitor is a professional who is a vital part of any business. They are responsible for maintaining a clean and healthy facility by completing various tasks. This can include mopping, vacuuming, waxing floors, disinfecting surfaces, cleaning restrooms, emptying trash cans, and maintaining a clean space. The goal is to keep our building and campus in a respectable and orderly condition

### **QUALIFICATIONS:**

High School Diploma or GED

Requires a high level of personal, integrity, and ability to work independently

Must be self motivated, have a high moral and ethical standards

Requires a high level of problem solving, accuracy, and organization skills

Must be able to maintain confidentiality

Requires willingness and ability to learn new skills.

Requires good interpersonal, communication and teamwork skills.

Ability to handle cleaning equipment and machinery

Knowledge of cleaning chemicals, supplies, and familiarity with Material Safety Data Sheets

**DUTIES AND RESPONSIBILITIES:**

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Hours are: Monday – Friday 3:00 pm – 7:00 pm

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.