



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Reviewed and Approved 10/25/2023

Position:	Custodian
Department:	Maintenance
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Properties Maintenance Director

Position Overview

The Custodian is responsible for maintaining a clean, safe, and orderly environment within the Tribal Facilities. This position involves performing a variety of custodial and maintenance duties to ensure the overall cleanliness and hygiene of the premises. The Custodian plays a crucial role in supporting the Tribe's commitment to providing a welcoming and well-maintained space for employees, visitors, and clients.

Key Responsibilities

Cleaning and Sanitizing

- Perform routine cleaning tasks, including sweeping, mopping, vacuuming, and dusting, to maintain cleanliness throughout the facility.
- Sanitize and disinfect surfaces, restrooms, and common areas to ensure a hygienic environment.

Waste Management

- Collect and dispose of waste and recyclables in accordance with established procedures.
- Monitor and empty trash receptacles regularly, ensuring proper disposal of waste materials.

Maintenance

- Report any maintenance or repair issues to the appropriate personnel.
- Perform minor repairs and maintenance tasks, such as changing light bulbs or fixing minor plumbing issues

Stock and Inventory

- Monitor and replenish cleaning supplies, toiletries, and other necessary items.
- Keep track of inventory and inform the supervisor when supplies need to be reordered.

Safety Compliance

- Follow safety protocols and guidelines to ensure a safe working environment.
- Report any safety hazards or incidents to the supervisor promptly.

Event Setup and Support

- Assist in setting up and arranging facilities for events, meetings, or other gatherings.
- Provide support during special events by ensuring cleanliness and orderliness.

Communication

- Communicate effectively with supervisors, coworkers, and other staff members.
- Report any issues or concerns related to custodial responsibilities.

Adherence to Policies

- Adhere to company policies and procedures related to custodial duties.
- Follow a regular schedule for cleaning tasks while being flexible to address unexpected needs.

Education and Experience

- High School diploma or equivalent
- Proven experience in custodial or janitorial work is a plus

Qualifications and Skills

- Knowledge of cleaning and sanitation procedures.
- Ability to operate cleaning equipment and tools.
- Physical stamina and the ability to lift and move heavy objects.
- Attention to detail and thoroughness in completing tasks.
- Good communication and interpersonal skills.
- Work environment may be indoors or outdoors, depending on the facility.
- Exposure to cleaning chemicals and required to use of personal protective equipment.
- May require occasional evening or weekend work, especially during special events or emergencies.

Physical Requirements

- Prolonged periods of standing and walking
- Must be physically able to climb ladders, bend, or crawl into awkward spaces
- Must be able to lift, carry, push, pull and move objects weighing 30 lbs.

INDIAN PREFERENCE POLICY:

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