

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Temporary Custodian (KTHA)

Reports To: Maintenance Supervisor

Location: Yreka Housing Office and Facilities

Salary: \$11.00 to \$12.00 per Hour, (DOE)

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

Classification: Temporary (up to 3 months), Regular, Non Exempt

Application Deadline: February 24, 2017 by 5 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: tparry@karuk.us

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POSITION DESCRIPTION

- Title:** Temporary Custodian (KTHA)
- Reports To:** Maintenance Supervisor
- Location:** Yreka Housing Office and Facilities
- Salary:** \$11.00 to \$12.00 per hour, depending on experience
- Classification:** Temporary, 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 as required.
2. Shall clean and vacuum rugs and carpets.
3. Shall wax and polish furniture and woodwork.
4. Shall scour and sanitize restrooms and kitchen area.
5. Shall dust and clean hallways, lobbies, ceilings, walls, blinds and light fixtures.
6. Shall empty, clean and sanitize waste receptacles.
7. Shall wash exterior and interior windows.
8. Shall move and arrange furniture and equipment as needed for a thorough cleaning of areas.
9. Shall replace paper products and light bulbs.
10. Shall requisition supplies as needed; observe and report needed repairs to buildings and equipment.
11. Shall be responsible for cleaning and replenishing supplies in the Laundromat.
12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Shall perform all custodial tasks according to manufacturers' instructions.

14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Requirements:

1. Must have the ability to work effectively with Native American people in culturally diverse environments.
2. Must have the ability to understand and follow oral and written instructions.
3. Must be able to move furniture and appliances, and work in small areas with chemicals.
4. 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.
5. Must have the ability to work reliably on own initiative without close supervision; ability to establish and maintain cooperative working relationships.
6. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch.
7. Must have the physical ability to lift and/or carry objects weighing up to 50 pounds without assistance; such as office equipment, cleaning supplies, furniture, etc.
8. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
9. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

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.

Board Approved: August 6, 2007, Revised May 13, 2013, Revised September 14, 2015

Council Approved: May 23, 2013, Revised October 22, 2015

Employee's Signature: _____

Chairman's Signature: _____