
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
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Vacancy Announcement

Title: Custodian

Reports To: Clinic Supervisor

Location: Happy Camp, CA

**Home/
Assignment Station:** Does not qualify

Salary: \$21.00 to \$28.00 per hour

Summary: Performs a variety of general cleaning and janitorial functions, keeps assigned areas and buildings in a clean and orderly condition, and performs 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 (40 Hours Per Week), Regular, Non-Exempt

Application Deadline: Open Until Filled

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

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

Title: Custodian
Reports To: Clinic Supervisor
Location: Happy Camp, Orleans, CA

**Home/
Assignment Station:** Does not qualify

Salary: \$21 to \$28.00 per hour

Summary: Performs a variety of general cleaning and janitorial functions, keeps assigned areas and buildings in a clean and orderly condition, and performs 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 (40 Hours Per Week), Regular, Non-Exempt

Responsibilities:

1. Performs 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.
2. Washes windows, moves and arranges furniture and equipment, turns out lights and makes sure doors and windows are locked before leaving if after business hours. Replaces light bulbs and tubes; operate scrubbers, shampooers, buffers, waxers and other equipment and machinery as necessary.
3. Requisitions supplies as needed; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of work; collects and shreds paper for recycling.
4. Assists maintenance workers in shoveling snow, maintaining grounds and landscaped areas or performing basic building maintenance work.
5. Available for local and out of the area travel as required for job related training and attend all required meetings and functions.
6. 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. Entry level; will train.
2. Must have knowledge of cleaning supplies and equipment, proper methods used in cleaning work, and basic hand tools and equipment used in 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 weighing 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, shampooers, buffers, waxing equipment, and basic hand tools.
5. Must have the ability to exercise sound judgment and to perform duties with reliability, integrity and initiative.
6. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies, including completing HIPAA training modules and annual refresher study.
7. Must provide documentation of immunity to measles, rubella, Hepatitis B and/or become vaccinated with the recommend–vaccines test for Tuberculosis (TB) as Centers for Disease Control (CDC) recommends, and annual flu vaccine. 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.

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.

Committee Approved: October 1, 2024

Employee's Signature: _____