
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Custodian

Reports To: Business Office Manager

Location: Happy Camp (Business Office, Modular, People Center and Log Building)

Salary: \$10.00-\$12.00, depending on experience

Summary: Shall perform a variety of general cleaning and janitorial work, keep assigned areas and buildings in a clean and orderly condition, and do related work as required. The Custodian may at the discretion of the Supervisor, 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

Summary: Shall be responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Worker must be capable of working alone or with other staff members, following written and verbal instructions. The Maintenance Worker must have a working knowledge of the construction trades. The Maintenance Worker must have and use personal tools, operate equipment and understand the Tribe's fiscal and paperwork system.

Applications are available at: www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Le Loni Colegrove, Human Resource Manager; fax them to (530) 493-1611; or email them to lcolegrove@karuk.us by the deadline **5pm, Friday March 8, 2013.**

Position Posted On: 03/04/2013

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POSITION DESCRIPTION

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Classification: Full Time (40 Hours Per Week), Regular, Non Exempt

Responsibilities:

1. Shall consistently perform 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. Shall routinely wash windows, move and arrange furniture and equipment, turn out lights and make sure doors and windows are locked before leaving if after business hours. May replace light bulbs and tubes; operate scrubbers, shampooers, buffers, waxers and other equipment and machinery as necessary.
3. Shall efficiently requisition supplies as needed; observe and report needed repairs to buildings and equipment; maintain equipment used during the course of work; may collect and shred paper for recycling.
4. Shall be capably available for local and out of the area travel as required for job related training and attend all required meetings and functions as requested.
5. Is courteous and maintain a priority system when 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. 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 HIPAA policies, including completing HIPAA training modules and annual refresher study.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommending vaccines, including Hepatitis B. Must test annually for TB. 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.

Council Approved: Revised March 24, 2005/Revised October 6, 2005; Revised February 28, 2013.

Chairman's Signature: _____

Employee's Signature: _____