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**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

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## Vacancy Announcement

(Internal Posting)

**Title:** Custodian – Administration

**Reports To:** Front Office Manager

**Location:** Happy Camp

**Salary:** \$15.00 to \$20.00 per hour, depending on experience

**Summary:** The Custodian 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 will be cleaning the Administration Wing daily and the Log High School and Multi-purpose Building as needed.

**Classification:** Part-Time 20 to 29 Hours Per Week (depending on work load), Regular, Non-Exempt, Entry Level

**Application Deadline: August 24, 2021**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Custodian – Administration

**Reports To:** Front Office Manager

**Location:** Happy Camp

**Salary:** \$15.00 to \$20.00 per hour, depending on experience

**Summary:** The Custodian 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 will be cleaning the Administration Wing daily and the Log High School and Multi-purpose Building as needed.

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### **Responsibilities:**

1. Shall consistently perform a variety of cleaning duties such as sweeping and mopping 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; cleaning kitchen appliances; replenishing supplies.
2. Shall routinely wash windows, move and arrange furniture and equipment, turn out lights and lock doors and windows; operate floor cleaning equipment and other equipment 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 adequately assist maintenance workers in shoveling snow and maintaining grounds by picking up garbage in the Administration's landscaped areas.
5. Shall be capably available for local and out of the area travel as required.
6. Shall be polite and maintain a priority system in accepting other position related job 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, basic hand tools and equipment used in routine building maintenance and grounds keeping work, and 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 weighting 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, other floor cleaning equipment, grounds keeping equipment and basic hand tools.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
6. The job requires driving from one job site to the next so a valid driver license, a good driving record, and the ability to be insured by the tribe's insurance carrier is required.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug 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.

**Council Approved: Revised:** March 24, 2005, October 6, 2005, May 30, 2008, 9/14/17, July 22, 2021

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_