



Vacancy Announcement

(Internal Posting)

- Title:** KTHA Custodian
- Reports To:** KTHA Maintenance Supervisor
- Location:** KTHA Happy Camp
- Salary:** \$15 to \$20 per hour, 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, with Supervisor approval, may work a schedule other than business hours in order to perform duties without disrupting the work of others.
- Classification:** Full Time, Regular, Non-Exempt

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** and **KTHA Residential preference** 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 **5pm, Friday, September 3, 2021**. Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Manager; fax them to (530) 493-5322; or email them to vsimmons@karuk.us by the deadline listed.

POSITION DESCRIPTION

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Classification: Full Time, Regular, Non-Exempt

Responsibilities:

1. Shall sweep, mop, scrub, and buff floors.
2. Shall spot clean, vacuum, and shampoo rugs and carpets.
3. Shall wax and polish furniture and woodwork.
4. Shall scour and sanitize restrooms and kitchen areas.
5. Shall dust and clean offices, hallways, lobbies, ceilings, walls, blinds, and light fixtures.
6. Shall empty, clean, and sanitize waste receptacles.
7. Shall wash exterior and interior windows, screens, and doors.
8. Shall clean building exteriors and walkways.
9. Shall move and arrange furniture and equipment as needed for a thorough cleaning of areas.
10. Shall replace paper products and light bulbs.
11. Shall requisition supplies and observe and report needed repairs to buildings and equipment.
12. Shall assist maintenance department in snow removal.
13. Shall perform all custodial tasks according to manufacturers' instructions.
14. Shall be available for local and out of the area travel as required for job related training and attend all required meetings and functions as requested.
15. 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 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.
2. Must be able to move furniture and appliances, and work in small areas with chemicals.
3. Must have the ability to work reliably on own initiative without close supervision and 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 eye-hand coordination; corrected vision and hearing to normal range; good verbal communication skills.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
6. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
7. Must adhere to confidentiality policies.
8. Must successfully pass a pre-employment drug screening test and criminal history check in accordance with KTHA Hiring Policy.

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: June 25, 2018, Revised August 16, 2021

Council Approved: August 26, 2021

Chairman's Signature: _____

Employee's Signature: _____