



Hopland Band of Pomo Indians Job Description

Position: Janitor (Part-Time, 24hrs/week)

Reports To: Tribal Administrator

Rate of Pay: \$15 - \$18 per hour DOE

POSITION SUMMARY: The Janitor position, under the supervision of the Tribal Administrator, is responsible for upkeep of janitorial and general maintenance of the Tribal offices, facilities and grounds.

ESSENTIAL FUNCTIONS:

- Clean building floors; sweeping, mopping, scrubbing or vacuuming.
- Clean building restrooms; floors, toilets, sinks, mirrors and cob webs.
- Gather and empty trash and recycle bins.
- Clean and polish furniture and fixtures.
- Clean windows.
- Dust furniture, machines and equipment.
- Clean Tribal Buildings grounds areas and parking lots; leaf blowing, sweeping, outside floor mats and cob webs
- Make adjustments and minor repairs to heating, cooling, ventilation, plumbing and electrical as needed.
- Shampoo office carpets as needed.
- Follow procedures for the use of chemical cleaners and power equipment in order to prevent damage to floor and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment and supplies either manually or by using a hand truck.
- Notify managers concerning the need for major repairs to operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange and remove decorations, tables, chairs, ladders and scaffolding to prepare facilities for events such as special events, banquets, and meetings.
- All other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

EDUCATION/EXPERIENCE: Minimum of a high school diploma, HSED, or GED is required. Janitorial experience is preferred and will take precedence in selection.

OTHER REQUIREMENTS: Must be 18 years of age or older, possess a valid California Driver's License and be eligible for automobile insurance preferred; ability to operate equipment used in skilled trades, power and hand tools, including but not limited to, weed eaters, power trimmers, blowers etc.; adhering to established safety practices.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; and ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use of hands and fingers, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; unusual outside weather conditions, such as extreme temperatures, dirt, dust, fumes, smokes, unpleasant odors and risk of electrical shock; and vibration; possible exposure to poison oak, venomous snakes, ticks, wasps, bees other insects, dogs and wild animals. The noise level in the work environment is usually moderate to occasionally loud.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.