



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Custodian	Open Date	March 25, 2024
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Program:	Little Dreamers Child Care Center	Close Date:	April 8, 2024
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Position Objective: The custodian is responsible for ensuring that the Little Dreamers Child Care Center is clean and tidy at all times. This position primary focus will be on disinfecting and following cleaning protocols. Regular cleaning and disinfecting are essential to preventing and transmitting COVID-19 and other infectious diseases.

Major Duties & Responsibilities

- Wear Personal Protective Equipment (PPE) as recommended for the job.
- Daily building inspection to ensure cleanliness
- Comply with the requirements and cleaning protocols of the Spirit Lake Child Care Center Health and Safety Standards.
- Ensure that all chemicals are stored, handled and used safely to reduce risk of injury
- Vacuum and/or sweep and wash all floors as needed
- Vacuum and spot clean carpets
- Disinfect bathrooms
- Spot cleaning of walls and windows
- Sanitize and clean countertops, sinks, and hard surfaces
- Clean and sanitize frequently touched surfaces including doorknobs, light switches, faucet handles, and toilet handles
- Sanitize and clean tables and chairs, children's cots, cribs, furnishings, toys and equipment
- Disposal of garbage and disinfecting garbage containers
- Does laundry
- Replenish supplies such as toilet paper, towels, soap etc.
- Maintain custodial and laundry rooms in a neat and orderly fashion
- Maintains cleaning equipment
- Stores supplies in a neat and orderly fashion when delivered
- Minor plumbing (unclogs toilets and sinks)
- Minor maintenance
- Keeps a daily log of tasks completed
- Follow a maintenance management schedule
- Maintain equipment and tools; report any losses or damages
- Record and maintain inventories

- Attend meetings
- Perform other duties as required

Qualifications, Experience and education required:

- Must have a minimum of a High School Diploma or GED.
- Must pass a pre-employment drug test and will be subject to random drug testing.
- Subject to a background check.
- Friendly, customer-oriented personality.
- Must have good communication skills.
- Must have a working knowledge of janitorial or residential cleaning
- Ability to manage time according to priorities
- Ability to work collaboratively in a team environment
- Self-motivated and engaged

Job Role:	Custodian	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt			
Employment Status:	Full-time	Supervision	Will work directly under the supervision of the Child Care Center Manager.
Grade:	8	Manages Others:	None
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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