



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

**Job Title:**

**Custodian Worker**

**Open Date:**

**September 1, 2017**

**Position Objective: This position is responsible for participating in the custodial care of Spirit Lake Health Center (SLHC) buildings.**

### **Major Duties & Responsibilities**

- Tracks inventory of cleaning supplies; maintains stock at proper levels.
- Reviews and prioritizes customer requests.
- Empties and cleans waste receptacles; replaces liners.
- Cleans and sanitizes restrooms; restocks restroom supplies.
- Cleans and sanitizes water fountains.
- Sweeps, mops, and vacuums floors.
- Washes walls, ceiling fixtures and room partitions using ladders. May change light bulbs occasionally.
- Adjusts, cleans and oils powered equipment; changes brushes, rollers, buffers and other attachments on the powered equipment used. Checks water on scrubber (2 fills as needed).
- Dusts and polishes furniture.
- Reports repair needs to appropriate personnel.
- Cleans windows and mirrors.
- Cleans blinds and window sills.
- Conducts periodic restroom and exam room checks to make sure they are clean.
- Maintains activity log of daily, weekly, and monthly routine cleaning activities.
- Secures building; locks windows and doors.
- Performs related duties.

### **Qualifications, Experience and education required:**

- High School Diploma or GED
- Must possess a valid North Dakota Driver's License
- Must be physically able to be on most of the day
- Knowledge of SLHC safety policies and procedures.
- Knowledge of the use of various cleaning chemicals.
- Skill in operating such cleaning equipment as a vacuum cleaner.
- Skill in following instructions.

- Skill in prioritizing work.
- Must be able to perform all duties assigned.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Role:</b>	Housekeeping	<b>Company Industry:</b>	Spirit Lake Tribe
		<b>Closing Date:</b>	<b>September 15, 2017</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Department Supervisor
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to the 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.