



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

Job Title:	Custodian	Open Date:	October 8, 2018
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The purpose of this position is to serve as a Janitor in performing the full range of cleaning tasks in an assigned area following general instructions on the work to be accomplished.

Major Duties & Responsibilities

- Cleans offices, storage room, bathrooms, dispatch area, corrections department, front entry of law enforcement, and two LE trailers located behind Spirit Lake Police Department. This will include emptying garbage, cleaning bathrooms, vacuuming, moping and cleaning windows daily.
- Cleans offices, hallways, storage rooms, conference room, vacant offices and other areas assigned in the BIA wing of the Spirit Lake Community Center. This will include emptying garbage, cleaning bathrooms, vacuuming, moping and cleaning windows daily.
- Maintains restrooms in clean, orderly and sanitary condition. Sweeps, scrubs and waxes floors. Cleans, disinfects and deodorizers lavatories, urinals and toilet bowls. Cleans mirrors, sinks and water fountains. Replaces deodorizes, toilets tissue, hand towels and soap. Note condition of restrooms and reports to supervisor broken windows, water leaks, clogged drains, and other conditions required maintenance work.
- Dust waxes and polishes furniture, door knobs and other metal fixtures.
- Uses various preparations to clean and maintain linoleum, wood, marble and various kinds of floor, wall and ceiling surfaces.
- Vacuum cleans rugs and carpets using industrial type of vacuum cleaners.
- Moves heavy furniture, supplies and equipment if needed.
- Maintains a stock of cleaning materials and equipment to perform the janitorial work. Notifies supervisor when more materials are needed, or when equipment is in in need of repair or replaced.

Qualifications, Experience and education required:

- Must be able to travel to and from work sites.
- High School graduate or GED
- Must be physically able to perform duties as assigned
- Must have a cell phone or home phone.

Job Role:	Custodian	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	exempt	Closing Date:	October 12, 2018
Employment Status:	Part-Time	Supervision	TBD
Monthly Salary Range:	\$15.00 per hour	Manages Others:	no

Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Dept.	Email:	karaj@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	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.		