



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

Job Title:	Janitor	Open Date:	December 3, 2020
Program:	Spirit Lake Tribe Maintenance Department	Close Date:	December 17, 2020

Objective: Performs a wide variety of janitorial duties such as keeping the buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning of floors, shampooing rugs, washing walls and glass, and removing trash. Duties may include performing routine maintenance activities, notifying management of need for repairs and cleaning snow and debris from sidewalks.

Major Duties & Responsibilities:

- Clean floors by sweeping, mopping, scrubbing or vacuuming.
- Gather and empty trash.
- Service, clean and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, etc.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Steam clean shampoo carpets and rugs.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances to ensure that hazards are not created.
- Mow and trim lawns and shrubbery using mowers, hand and power trimmers, clear debris from grounds.
- Notify manager concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas using snow plows, snow blowers, shovels, and spreading snow melting chemicals.
- Order 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 and meetings.
- Other duties as assigned.

Qualifications:

- Must not have a felony conviction.
- Must pass a background check.
- Possess ability to understand and follow both oral and written instructions.
- Must be in good physical health to perform job duties of position.

Job Location:	Spirit Lake Tribe Community Center	Company Industry:	Spirit Lake Tribe Maintenance Department
Job Role:	Maintenance Worker		
Employment Status:	Full-time	Supervision	Maintenance Director
Monthly Salary Range:	Negotiable/DOQ/competitive	Manages Others:	n/a
Number of Vacancies:	two	Other:	
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	NDeMarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204	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.		