



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[katerid@spiritlekenation.com](mailto:katerid@spiritlekenation.com)

<b>Job Title:</b>	Custodial Worker	<b>Open Date:</b>	January 31, 2023
<b>SL Program:</b>	Spirit Lake Health Center	<b>Close Date:</b>	February 14, 2023

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

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.

#### **Job 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 windowsills.
- 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.

#### **Knowledge required at a level appropriate for this position:**

- Knowledge of SLHC safety policies and procedures.
- Knowledge of the use of various cleaning chemicals.
- Skill in operating cleaning equipment such as a vacuum cleaner.
- Skill in following instructions.
- Skill in prioritizing work.

#### **Supervisory Controls**

The supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**Guidelines**

Guidelines include supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**Complexity/Scope of Work**

The work consists of related custodial duties. The necessity of working around the public contributes to the complexity of the position. The purpose of this position is to participate in the custodial maintenance of SLHC buildings. Successful performance contributes to the provision of clean and attractive facilities for employees, citizens and visitors.

**Contacts**

Contacts are typically with other employees and the general public. Contacts are typically to provide services.

**Physical Demand / Work Environment**

The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, and may have to climb ladders. The work is typically performed in SLHC buildings. The employee is exposed to dust, dirt and irritating chemicals. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**Supervisory and Management Responsibility**

None

**Minimum Qualifications**

- High school diploma or equivalent.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Location:</b>	Spirit Lake Health Center	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Job Role:</b>	Custodial Worker		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Chief Operations Officer
<b>Salary Range:</b>	\$15.00 -\$17/hour	<b>Manages Others:</b>	no
<b>Number of Vacancies:</b>	1	<b>Other:</b>	

**More detailed job description can be picked up in the Human Resource Department for this opening.**

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Tribe Human Resource Department	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
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<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>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.</p>		