



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Custodian/Maintenance Worker		
<b>JOB GRADE:</b>	3	<b>REPORTS TO:</b>	Site Supervisor
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath/Eureka/Ke'pel
<b>DEPARTMENT:</b>	Education	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$17.99-23.49		

### **POSITION SUMMARY:**

Incumbent is under the direct supervision of the Site Supervisor, who assigns the work and reviews job performance. The priority of this position is cleaning and maintaining the Head Start Center classrooms, offices, and grounds. Incumbent is responsible for the janitorial duties and building maintenance i.e. minor repairs, wash windows, clean and wash down the outside of building, when necessary, etc. Maintain upkeep of Tribal grounds i.e., mowing and raking up the grass, trimming the bushes around the buildings. Assuring the aesthetics of the areas in and around the Yurok Tribal Offices and classrooms is maintained at all times. Responsible for maintaining appropriate supplies.

### **DUTIES AND RESPONSIBILITIES:**

1. Prepare purchase order requests for supplies and equipment and maintain inventory of supplies and equipment.
2. Mow the grass, weed, plant and prune bushes, otherwise maintain the surrounding area of the offices and centers.
3. Sweep, mop and polish all tile floors and vacuum all carpeted floors. Spot clean carpets as needed and shampoo carpets twice a year. More often in heavy traffic areas.
4. Dust or wipe down all office cabinets, tables, and furniture.
5. Dust copy machines and other equipment in offices, as well as counters and desktops.
6. Wash interior glass, including display cases, mirrors, glass doors and windows as needed.
7. Wash outside windows and building as needed.
8. Empty all wastebaskets and replace them with new liners and dispose of trash daily.
9. Clean and disinfect classroom floors and surfaces once children have left for the day.
10. Clean and disinfect bathrooms (both in the classrooms and on site). Mop floors with disinfectant, clean and disinfect urinals, toilets, and fixtures.
11. Clean and disinfect the teacher work room(s) weekly.
12. Assist classroom staff with laundering blankets, sheets, clothing, stuffed animals, or other soft materials.
13. Do daily safety checks at the center (checklists provided).
14. Maintain outdoor playground equipment and other toys, keeping them clean, safe and in good working order.
15. Inform the Site Supervisor immediately of any concerns or issues regarding playground or classroom materials or areas.
16. Clean and disinfect main kitchen area.
17. Clean walls, doors and base boards of dust and dirt.
18. Stock or restock all consumable supplies, soap, paper towels, toilet seat covers, feminine products, paper cups, etc.
19. Keep supply storage areas clean and organized. Put away new inventory as it comes in.

20. Ability to do light carpentry work, minor electrical work, i.e. replacing light bulbs, minor plumbing as needed, repair facilities.
21. Safety-check hot water heater, in-door/out-door faucets, septic tank, water pipes and electrical box.
22. Utilize proper equipment and tools for job in a safe manner.
23. Maintain daily, weekly, and monthly job duties check off list.
24. Responsible for maintaining a monthly vehicle report log.
25. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Grade 3: High school diploma or equivalent (GED) is required.
2. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position except during the summer for the high school intern workers who will be supervised by the incumbent in janitorial, grounds keeping, and maintenance duties.

**MINIMUM QUALIFICATIONS:**

1. Ability to properly use and maintain equipment and tools needed for position.
2. Knowledge of necessary precautions when dealing with cleaning chemicals and supplies.
3. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.
5. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
6. Must provide pre-employment documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire and every 5 years thereafter.
7. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing required immunizations, they must be completed within six months of hire.
8. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
9. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
10. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training).

11. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
12. In order to drive a work vehicle as needed, you must possess a valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy. If you do not have a license, we will still consider you for the position as long as you have reliable transportation for work duties.
13. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
14. This position will collaborate with the Yurok Tribe Childcare Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
15. This position may be required to work a full year/full day.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

Yurok Tribe Job Description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

