



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Janitor I

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts
9. Driver's License
10. Writing Sample(s) if required

NOTE: *Incomplete applications will not be considered.*

Position: **Janitor I**
Supervisor: Public Works / Janitorial Maintenance director
Location: La Push, WA
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

We have a vacancy in our team for Janitor to work across a number of buildings assigned. You will perform a variety of maintenance and cleaning tasks to keep the buildings looking perfect. To work well in this role, you should have basic maintenance knowledge around building repairs and some experience cleaning.

Maintain janitorial services of assigned buildings, help with maintenance of all assigned Tribal buildings to include cleaning and repairs. Support with set up and break down with meetings. Check that assigned Tribal Buildings are locked each night. Meet the needs of each Program Director in cleaning offices when available. Survey Tribal Buildings, grounds and sidewalks for trash. Work with other Tribal maintenance employees on Tribal projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Meet the needs of each department, in cleaning offices when available
- Ensure doors are locked after hours
- Perform and document routine inspection and maintenance activities
- Survey Tribal buildings, grounds and sidewalks for trash
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Use and maintenance vacuum cleaners along with other cleaning equipment; knowledge in light plumbing repair, light electrical repair, painting, chemical identification, and light carpentry.
- Cooperate with the rest of the staff.
- Other duties as assigned.

SUPERVISION RESPONSIBILITY:

- None

REQUIRED QUALIFICATIONS:

- Knowledge of cleaning chemicals and supplies
- Integrity and ability to work independently
- Able to lift 50 pounds, write legible, read, understand and apply directions.
- Must adhere to the Quileute Personnel Policies and Drug and Alcohol Policies
- Must be able to pass a criminal background check

Preferred Qualifications:

- Possess a valid driver’s license

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Special Requirements: Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants meet the minimum qualifications and otherwise have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. There will be no discrimination in selection because of race, color, creed, age, sex, national origin, handicap, marital status, politics, or membership/non-membership in an employee organization, or other factors under applicable law.

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