



EMPLOYMENT OPPORTUNITIES

Job Title: Custodian

Closing Date: 12/01/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-065

Job Type: Full-Time Regular

Department: Tribal Education Department/Head Start Program

City: Sacaton, AZ

Location: District 4 Head Start Center – 1467 W. Santan Rd.

Area of Interest: Education

Salary/ Hourly Rate: \$17.15 - \$24.95 / Hour

DISTINGUISHING FEATURES OF THE CLASS:

The Custodian (Janitor) is responsible for a variety of cleaning and custodial maintenance of various Gila River Indian Community buildings, facilities, or properties. The work schedule for this position may include working daytime, evening, and/or weekends (on occasion) and may vary by assigned department/building.

ESSENTIAL FUNCTIONS:

- Perform daily cleaning and sanitization of all common areas used by employees and the public, which includes but not limited to restrooms, door entryways, windows, walls, light fixture covers, counters, mirrors, partitions, kitchens, offices, conference rooms, shower, building furniture, and equipment.
- Stock dispensers with paper towel, tissue, hand sanitizer, and other products.
- Perform sanitation tasks to include disposal and removal of trash in offices, restrooms, and facilities and use of chemicals in accordance with product specifications to disinfect restrooms and public areas.
- Maintain outside areas by sweeping, hosing off walkways, and picking up litter.
- Sweeps, mops, dusts, vacuums, stripping and waxing floors, and polish floor using an electric buffer.
- Assist with moving or securing office furniture.
- Maintain inventory of cleaning equipment, tools, supplies, and materials at assigned work locations and notify supervisor in a timely manner to reorder as needed.
- Maintain awareness of personnel and secures buildings upon completion of daily cleaning.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of custodial supplies and equipment.
- Knowledge of custodial cleaning methods, practices, and procedures.
- Knowledge of the utilization of custodial equipment and tools.
- Ability to exercise care in the use of cleaning materials for different types of surfaces.
- Ability to follow simple oral and written instructions.
- Ability to operate powered automatic scrubbers and buffers.
- Ability to work flexible hours in the morning and evenings to accommodate department needs.

- Ability to prepare required forms, records, and reports.
- Ability to manage inventory of janitorial and cleaning equipment and supplies.
- Ability to operate carpet shampooers and extractors.
- Ability to read and understand the safety data sheets; may vary by department.
- Ability to maintain effective working relationships with other employees, Community officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma or GED preferred.
- Any combination of the knowledge, skills and abilities to successfully perform the functions of the position is required.

ADDITIONAL REQUIREMENT:

- Current Food Handler Certification or obtain within 60 days of employment.
- Must pass an Initial Health Examination and a TB skin test; provide proof/results along with updated immunization records prior to hire date; must complete every two (2) years thereafter.
- Maintain current CPR & First Aid Certification or obtain within 60 days of employment.
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to pass a background check and fingerprint clearance check as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the elderly.
- Tribal Operator's permit can be required.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
 Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
 Preference point for Spouse of Community Member (with proof of spouse enrollment)
 Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org