EMPLOYMENT OPPORTUNITIES

Job Title: Custodian (Janitor)
Closing Date: Open Until Filled

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: 27-009
Job Type: Full-Time Regular
Department: Department of Rehabilitation and Supervision
City: Sacaton, AZ
Location: 639 W. Seed Farm Rd.
Area of Interest: Janitorial
Salary/ Hourly Rate: $17.15 - $21.05
Tribal Driving Permit Required: Yes

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.
- 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.

DRS Positions:

- Ability to adhere to DRS safety protocols which includes policies pertaining to the safety and security of entering secured areas of DRS.
- Ability to demonstrate and maintain proper work ethics with inmates/juveniles while entering DRS that does not violate the Prison Rape Elimination Act (PREA) or department policies.
- Must be 18 years of age with no felony or domestic violence convictions.
- Adult Ex-Offender Disqualifier – Any adult person detained/convicted/adjudicated in a Tribal, City, State or Federal court of a misdemeanor or felony crime, for which the punishment was imprisonment/detention for a period of 24 hours or more within the last twenty years in a Tribal Detention Center, County Jail, Federal Penitentiary or a State Prison excluding those persons who have been pardoned by the President of the United States or the Chief Executive of a State.
- Must be able to complete basic training for (DRS) non-security personnel which includes:
  - DRS Security Procedures and Regulations
  - Preventing Sexual Harassment
  - Key Control/Radio Communication
  - Prison Rape Elimination Act (PREA)
  - Appropriate conduct with Inmates and Universal Precautions
  - Bio-Hazard waste disposal and Personnel Protective Equipment

ADDITIONAL REQUIREMENT(S):

- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**.

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**