



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2019:141

Position Title: Temporary Custodian

Advertising: Tribal- Wide

Department: Facilities

Division: Facilities

Immediate Supervisor: Custodial Supervisor

Department Director: Facilities Director

Employment Status: Non-Exempt

Position Type: Temporary Part-Time

Mandatory Reporter: No

Background Check Required: Yes **

Opening Date: Thursday, November 7, 2019

Closing Date: Thursday, November 14, 2019 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Temporary Custodian performs the daily upkeep, cleaning, and maintenance of assigned buildings and facilities of the Tribal Government Buildings. This job description is not an all-inclusive list of duties and responsibilities of this position. The Custodian is expected to perform all duties and responsibilities necessary to meet the goals and objective of applicable programs.

The Temporary Custodian is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Temporary Custodian

- Coordinates the preparation and setup for rooms and facilities according to written instructions for scheduled activities.
- Maintains housekeeping equipment in proper operational condition and ensures security of equipment and supplies.
- Performs duties with minimal disruption of the departmental staff's routine and in a punctual manner.
- Monitors inventory of cleaning supplies and notifies Custodial Supervisor when items need to be re-ordered.
- Informs supervisor of any observed maintenance problems, i.e. leaking faucet, flaking paint, etc.
- Operates custodial equipment, i.e. vacuum cleaner, carpet shampooer, floor stripper and buffers in a safe and efficient manner.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Cleans designated buildings and facilities according to the written schedule prepared by the Custodial Supervisor.
- Replaces depleted supplies (hand towels, soap, tissue, etc.) as needed.
- Collects and disposes of waste according to Housekeeping and Infection Control Policies.

Education/License/Certification and Experience Requirements

- High School Diploma or equivalent preferred.
- One (1) year experience in custodial/housekeeping position preferred.
- Six (6) months experience in custodial/housekeeping field in an office setting preferred.

Skills Required

- Absolute confidentiality.
- Ability to work in a high performance, fast paced, high pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
- Ability to communicate effectively, both verbally and in writing, to a diverse audience.
- Ability to follow oral and/or written instructions.

Additional Requirements

- Must maintain a record of dependability and promptness.
- Ability to work odd and irregular hours, as needed.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*