



The Three Affiliated Tribes **Job Description**

Janitor

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Transportation/Maintenance Manager DEPARTMENT: Head Start SALARY: \$21.00 CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 509 9th St N OPENING DATE: CLOSING DATE:
---	--

POSITION SUMMARY: Position includes but is not limited to the following; cleaning and sanitizing building, minor maintenance and repairs.

Position is located at one of the (5) TAT Head Start locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide and maintain a safe, clean and healthy environment in the center to meet the needs of individual children and those with special needs.
2. Cleans classrooms, storerooms, bathrooms, corridors
3. Cleans floors for building: sweeps, vacuums, dry mops, scrubs, waxes and polishes flooring according to manufacturer's recommendations for surface.
4. Maintains restrooms in clean, orderly and sanitary condition, including cleaning and sanitizing toilet facilities, cleaning mirrors, sinks and locker areas.
5. Replaces toilet paper, hand towels and soap as needed.
6. Reports problems requiring major repair to Supervisor.
7. Dust, waxes and polishes furniture, cleans upholstery according to manufacturer's recommendations.
8. Empties biohazard receptacles and disposes of waste in a safe and sanitary manner in accordance with bio hazardous waste removal contract.
9. Empties waste receptacles, replaces trash can liners, and cleans receptacles as needed.
10. Cleans rugs and carpets using vacuums and commercial carpet cleaners, or arranges for cleaning as the budget allows by Director.
11. Washes windows and doors inside and out.
12. Washes walls, ceilings, doors and blinds as needed.
13. Maintains grounds, by removing snow, mowing, weed whacking and pulling weeds.
14. Maintains a stock of cleaning materials and equipment to perform the janitorial work. Orders replacement supplies when needed within budgetary guidelines.
15. Performs all duties in a safe manner.
16. Understand Tribal Codes & Indian Welfare Act on Child Abuse/Neglect/Sexual Abuse.
17. Interacts with students, families, and coworkers in a helpful courteous manner.
18. And all other duties as assigned by Supervisor.



The Three Affiliated Tribes **Job Description**

Janitor

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- Possess general knowledge and skills in a variety of crafts associated with housekeeping, including cleaning, sanitizing and stain removal.
- Must be able to perform minor repairs.

KNOWLEDGE AND ABILITIES:

Knowledge

- Must have knowledge of the proper usage of tools and equipment necessary to perform routine maintenance and cleaning.

Abilities

- Must attend all staff meetings and pre-service/in-service training.
- Must pass employment physical and TB testing prior to the start of each school year.
- Must obtain CPR/First Aid, Mandated Reporter and Food Handler certificates upon hire.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Valid Driver's License **REQUIRED**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Employee may be required to work outdoors in extreme temperatures.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift up to 50lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.



The Three Affiliated Tribes **Job Description**

Janitor

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____