

**NORTHERN CHEYENNE TRIBE  
ADMINISTRATION  
JOB ADVERTISEMENT  
2016#2**

**POSITION:** Janitor (FT) (Day Shift)

**SALARY:** D.O.E.

**DEPARTMENT:** Janitorial

**ACCOUNTABLE TO:** Facilities Manager

**OPENING DATE:** November 7, 2016

**CLOSING DATE:** November 18, 2016

**How To Apply:** Submit a completed application, **RESUME'**, and three letters reference , copy of current Montana State Driver's License, High School Diploma/GED, Tribal Certification or Tribal I.D. (if claiming Tribal preference) and DD214 (if claiming Veteran's preference) to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043. All documentation must be attached to application to be considered.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:**

**Performs** cleaning duties in the operation of the Northern Cheyenne Tribe.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position **performs** physical labor in cleaning, ensuring clean and safe building. This position **requires** moderate physical activity and adherence to standards of safety in cleaning and the use of chemical compounds. Position **may require** work in adverse weather or in extreme temperatures.

**Personal Contacts:** Minimal contact with the public. Some contact with tribal employees.

**Supervision Received:** Supervision from Facilities Manager.

**Essential Functions:** General building cleaning **requires** ability to: operate scrubbers, buffers, vacuum cleaners, mop and wax floors.

## AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Sweeps, scrubs, mops, waxes and polishes floors. Dusts and polishes furniture, washes windows, cleans walls, woodwork and lavatories.

Empties trash receptacles, shampoos carpeted areas and cleans and straightens meeting and conference rooms. **Operates** scrubbers, buffers, vacuum cleaner and other cleaning tools and equipment.

Performs other related duties **as required**.

## JOB REQUIREMENTS:

**Knowledge:** This position **requires** a working knowledge of cleaning equipment, supplies, and techniques.

**Skills:** This position **requires** skills in the operation of cleaning.

**Abilities:** This position **requires** the ability to perform moderate physical activity; be dependable; **adhere** to standards of safety and confidentiality; **complete** tasks in a competent and timely manner; **work** as part of a team; **communicate** effectively, orally and in writing; follow verbal and written instructions; **establish** effective working relationships with fellow employees, supervisors and the public.

## JOB PERFORMANCE STANDARDS:

Evaluation of this position will be base primarily upon performance of the proceeding requirements and duties. Examples of job criteria include, but are not limited to the following:

- ✓ Performs assigned duties
- ✓ Assures that Northern Cheyenne Tribal buildings are kept clean and tidy
- ✓ Helps to maintain the safety and confidentiality of the premises
- ✓ Demonstrates physical stamina to perform duties
- ✓ Effectively operates and maintains equipment
- ✓ Adheres to practice of safety in working with cleaning fluids & equipment
- ✓ Deals tactfully and courteously with the public
- ✓ Observes work hours
- ✓ Demonstrates punctuality
- ✓ Establishes and maintains effective working relationships with fellow co-workers, employees, supervisors and the public.
- ✓ **Must** agree to and sign waiver for pre-employment drug testing.
- ✓ Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- ✓ High School Diploma **preferred**, or G.E.D.
- ✓ Experience in building cleaning **preferred**.
- ✓ **Must** have a valid Montana Driver's License
- ✓ **Must** submit to a Drug Test.
- ✓ **Must** be insurable.