

NORTHERN CHEYENNE TRIBE
JOB ANNOUNCEMENT
ELDERLY
2018 #2

POSITION: Janitor/Home Delivery Driver (Lame Deer)

SALARY: \$9.36

DEPARTMENT: Elderly Program

SUPERVISOR: Director

CLASSIFICATION: Full-time, Covered, non-exempt

OPENING DATE: April 25th 2018

CLOSING DATE: March 9, 2018

HOW TO APPLY: Submit a completed application, **RESUME'** (3) current (within 1 year of today's date) letters of reference, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification, current driver's license, current copies of credentials/High School Diploma. attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

SUMMARY OF WORK: Performs job duties in a manner which supports overall objectives of the Elderly Program. Janitorial duties in dining area, front offices, kitchen area and around Shoulderblade Complex as possible or if needed. And Driving Elders to and from some destinations

JOB CHARACTERISTICS:

Nature of Work: This position performs duties driving in all weather conditions. . Requires maintaining standards of sanitation.

Personal Contacts: Daily contact with other employees and the Elderly.

Supervision Received: Works independently with minimal supervision.

Essential Functions: Required ability to lift heavy containers, reach kitchen equipment and appliances, and use kitchen utensils. Must be able to travel to obtain supplies. Must be able to sweep, mop and scrub. Must have ability to read, write and keep records accurately.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Cleans entire kitchen area after meal times. This includes, sweeping, mopping.

Adheres to all applicable health, sanitation, and safety rules in performances of job.

Accepts responsibility to use own initiative to recognize and complete tasks as they arise.

Promotes and maintains confidentiality related to all Elderly Program clients and staff.

Attends staff meetings, in-service training, and workshops as may be required.

Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: Applicant must have knowledge of janitorial, and cleaning practices. And basic maintenance of program vehicle.

Skills: This position requires the ability to: maintain cleanliness of kitchen; interpret and carry out instructions; promote good public relations; conduct self in a professional manner on the job; communicate effectively working relationships with fellow employees, supervisors, and the public.

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.
- Current Montana Driver's License.
- Must pass an annual physical examination and Tuberculosis test.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Example of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Leaves kitchen in a clean manner.
- Maintains accurate and timely records.

- Prepares and submits accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.