

**NORTHERN CHEYENNE TRIBE
ADMINISTRATION**

POSITION: Janitor (Full Time)

SALARY: DOE

DEPARTMENT: Northern Cheyenne Tribal Facilities

ACCOUNTABLE TO: Janitor Supervisor

OPENING DATE: January 26, 2024

CLOSING DATE: February 7, 2024 @ 4pm

How to Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

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 a 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: Janitorial Supervisor

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

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. (certificates are a plus)**
- ✓ **Must** have a valid Driver's License, and obtain a MT. Driving record
- ✓ **Must** clear a background check.
- ✓ **Must** submit to a Drug Test.
- ✓ **Must** be insurable.