

**HOULTON BAND OF MALISEET INDIANS**

**Job Description**

Revised by Tribal Council: 1/25/22

**Custodian**  
**(3 Positions)**

**STATUS:** Part-time (3 positions)

**SUPERVISED BY:** Maintenance Supervisor

**PAY RATE:** \$14.65-17.79

**ROLE:** The person under the supervision of the Public Works Director will perform necessary janitorial services for assigned Tribal buildings.

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**POSITION RESPONSIBILITIES:**

1. Responsible for general cleaning of the buildings. This includes but is not limited to:
  - Pick up trash and take out daily
  - Clean all bathrooms and kitchen areas
  - Sweep and wash floors
  - Vacuum and dust as needed
  - Wash windows, walls, and woodwork as needed
  - Set and clean up after events
2. Ensure that equipment and supplies are safely and are properly locked or secured after each use.
3. Conduct weekly inventory of cleaning equipment/supplies and prepare a list of items needed. Give list to supervisor
4. Travel and/or attend trainings as required
5. Other duties as assigned from time to time by immediate supervisor

**MINIMUM QUALIFICATIONS:**

- Must possess a valid State Drivers License
- High School Diploma or Equivalent
- Must possess good cleaning skills
- Must be able to follow directions
- Must have reliable transportation
- Ability to work with little or no supervision
- Ability and willingness to work flexible hours
- Successful completion of a criminal background investigation and urine drug screen.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	F	Sitting	N	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hours a day</i>
Driving	N	Talking	O	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	F	<i>C (Constantly) over six hours a day</i>
Hearing	O	<u>Lift/Carry</u>		
Keyboarding	N	50 lbs. or less	F	
Kneeling	F	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	F	

Application are available for download at our web site [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

**Applications will be accepted until close of business January 28<sup>th</sup>, 2025.**

**TO APPLY:**

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**