# HOULTON BAND OF MALISEET INDIANS Job Description

Revised by Tribal Council: 1/25/22

# Custodian

STATUS: Part-time

**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.

# **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
- Highs 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:**

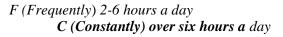
Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

## **Physical Requirements:**

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Physical	Abilities	

Bending	F	Sitting	Ν	N (Not Applicable)
Carrying	F	Standing	F	O (Occasionally) up to 2 hours a day

Driving	Ν	Talking O	
Handling	F	Walking	F
Hearing	0	Lift/Carry	
Keyboardin	ıg N	50 lbs. or less	F
Kneeling	F	Push/Pull	
Reaching	F	50 lbs. or less	F



Complete job description, list of duties and qualifications and HBMI applications are available for download at our web site <u>www.maliseets.net</u>. Application are available at the front desk of the Administration Building or have one mailed to you by either calling the Administration Office at 532-4273 or e-mail <u>hr@maliseets.com</u>. 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 on May 28th, 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/At-Will Employer.