

HOULTON BAND OF MALISEET INDIANS

Job Description

Revised by Tribal Council: 1/25/22

Custodian

STATUS: Part-time

SUPERVISED BY: Communications Director/Event Planner

PAY RATE: \$15.10-17.79

ROLE: 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:

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	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our web site www.maliseets.net. Application are available at the front desk of the Administration Building or have one mailed or emailed to you by contacting the Administration Office at 532-4273 or e-mail 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 If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**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 April 23rd, 2026

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