



Custodian

Reports To: Whirling Thunder Program Director

Location: Blackhawk Community Center, Winnebago, NE 68071

Department: Health

Status: Part Time, Permanent

Date: 9/27/2016 to 10/18/2016

Salary/Grade: \$14.96 HR/Grade 13 Step Entry

Job Purpose and Position Overview:

Responsible for overall cleanliness of Whirling Thunder Wellness Center facilities. Employee will clean and tidy entryways, offices, classrooms, gym floor, exercise rooms, reception area, and any other Whirling Thunder Wellness Center facility areas specified. Will require a flexible schedule to clean up after special events such as pow-wows, health fairs, community presentations, funerals, etc.

Specific Job Duties/Responsibilities:

- Sweep/vacuum and mop all floors for entryways, classrooms, offices, exercise rooms, and gym.
- Wipe and dust all furniture fixtures for entryways, classrooms, offices, exercise rooms, and gym.
- Clean all hard surfaces in all classrooms and offices.
- Sanitize phones in all classrooms and offices.
- Clean walls and baseboards for entryways, classrooms, offices, exercise rooms, and gym.
- Clean windows and window seals for entryways, classrooms, offices, exercise rooms, and gym.
- Wipe blinds of all offices and classrooms.
- Clean ceiling fans and empty all trash receptacles for entryways, classrooms, offices, exercise rooms, and gym.
- Wipe down and sanitize all workout equipment frames, benches, and implements in exercise rooms.
- Sweep, scrub, and sanitize bleachers.
- Sweep and mop pool locker room and hallway floors, clean sinks, toilets, and showers.
- Help with any other Whirling Thunder Program activities as specified.

Required Qualifications/Skills:

- GED or high school diploma.
- Must be in good physical condition, job requires some lifting and carrying.
- Good communication skills
- Must be able to work irregular work schedule, if required.



- Self-starter with the ability to perform with little or no direct supervision
- Ability to pass drug screen and background checks
- Must have a valid US Driver's license

Supervisory Responsibilities:

N/A

Training Requirements:

N/A

Physical Requirements:

Normal Office

X Heavy work (lift 30-50 lbs.)

Light work (lift 10 lbs.)

Very heavy work (lift over 50 lbs.)

Medium work (lift 11-30 lbs.)

Other physical requirements (note):

- While performing the duties of this job, the employee is regularly required to talk and hear
- Ability to drive company owned or personal vehicle
- Ability to travel via car or plane

Mental Requirements: (as presently performed to accomplish essential functions)

- Reading, Writing, Calculating
- Social Interaction Skills
- Reasoning/Analysis
- Works with Minimal Supervision
- Other Mental Requirements (note)

Language Requirements:

Ability to effectively speak, read and write English

HOW TO APPLY:

Please submit the application, resume, cover letter explaining why you are qualified for the position and TWO (2) letters of recommendation. If claiming Indian or Veteran preference, please include those documents. **Submit to:** Human Resources, Winnebago Tribe of Nebraska, PO Box 687, Winnebago, NE 68071 OR Fax to 402-878-3198 OR drop off to the Human Resources office located in the Blackhawk Community Building. **Applications without proper documents will not be considered.** Please call HR at 402-878-3133 for further information.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, sexual orientation/identity, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.