



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Janitorial/Maintenance

Early Learning Programs (ELP)

**OPEN:** November 15, 2018

**EXEMPT:** No

**SALARY GRADE:** (4) \$12.47-\$13.97

**SHIFT:** Day

**LOCATION:** Early Learning

**DURATION:** Regular Full Time/School Year

**CLOSES:** November 21, 2018

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** Maintenance Lead

**VACANCIES:** 1

**JOB SUMMARY:** Under the direct supervision of Maintenance Lead this position requires candidate meet all health and safety standards set forth by ELP and Washington State Dept. of Early Learning (DEL) for licensing Child Care Centers.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Follow daily cleaning schedule in order to maintain building sanitation.
2. Weekly deep clean facility
3. Track and monitor cleaning supplies and give supply order to maintenance lead.
4. Maintain and repair items such as: lights, lawn mower, etc.
5. Maintain landscaping, mowing, weeding.
6. Maintain health and safety compliance in accordance with Washington Administrative Code (WAC) for child care centers, Early Head Start, and Head Start Performance Standards.
7. Maintain highest level of ethical behavior and confidentiality of information about students, parents and staff.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Lummi/Native American/Veteran preference policy applies.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work as a flexible and cooperative team member
- Ability to maintain regular, punctual and satisfactory attendance
- Adequate computer skills
- Ability to work with young children.
- Ability to lift 40 lbs unassisted, able to sit on the floor, run and stooping down to child's eye level.

## **REQUIREMENTS:**

- Must have food handler's certificate, or acquire within 3 months of hire.
- Must have HIV/AIDS and blood borne pathogen training.
- Must have first aid and CPR training, or willing to acquire with 3 months of hire.

- Must have a TB and physical every two years.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.