



# 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 Lead  
Early Learning Programs (ELP)

**OPEN:** July 12, 2021

**CLOSES:** July 26, 2021

**EXEMPT:** No

**JOB CODE:**

**SALARY:** DOE Grant Funded

**DIVISION:** Education

**SHIFT:** Day

**DEPARTMENT:** ELP

**LOCATION:** Early Learning Center

**SUPERVISOR:** Administrative Manager

**DURATION:** Regular Full-Time

**VACANCIES:** 1

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

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** Includes the following and other related duties:

1. Daily: Ensure each classroom has fresh bleach water
2. Ensure all janitorial work was completed the night before
3. Ensure all janitorial maintenance is completed for Home Base and Teen Center.
4. Follow Chemical Management Plan
5. Dusting and window washing as needed
6. Remove all boxes outside kitchen before leaving each day
7. Emergency clean-up as needed
8. Make sure all classroom trash is emptied after lunch.
9. Order all janitorial materials as needed for all ELC buildings.
10. Unlock each classroom playground exits each morning. Lock all classroom playground exits at 3 PM
11. Daily inspection off all playgrounds for hazardous or unsafe materials.
12. Cover and uncover all sand boxes daily.
13. Produce cleaning logs for all maintenance/janitorial staff.
14. Monthly fire drills
15. Quarterly disaster drills.
16. Other duties as assigned.

## **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 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 CAMIS Check.
- TB skin test and physical every two years.
- 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.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.