



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 I

Early Learning Programs (ELP)

Re-Advertise

OPEN: November 9, 2021

EXEMPT: No

SALARY: (5) \$14.35-\$16.07 p/h DOE

SHIFT: Day-8:00 AM-4:30 PM

LOCATION: Early Learning

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning Program

SUPERVISOR: Maintenance Lead

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of Maintenance Lead, follow direction from Lead Maintenance Supervisor. 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 JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.

Teen Parent Child Development Center in PM

1. Maintain facilities and grounds that protect the children and adults from injury or hazards and meet all health and safety requirements set forth by the Early Learning Programs and Washington State Department of Early Learning (DEL).
2. Repair and maintain facility and equipment.
3. Assure there are no choking hazards, such as, ropes, wires, blind cords, or fences not meeting Federal and State requirements
4. Schedule annual facility services and schedule repairs.
5. Maintain garden and landscaping; weed eating, mowing, edging, pruning, trimming, and weeding. Maintain and repair items such as; lights, lawn mower, edging, etc.
6. Secure and inspect for closure of playground.
7. Daily vacuum carpeted areas, clean toilets, garbage removal, sweeping and mopping.
8. Maintain inventory of janitorial supplies for the purpose of reordering. Turn in orders to Program Manager every Thursday as needed.
9. Pick-up and deliver facility supplies
10. Must use cleaning products as provided by the program.

Home Base modular building in AM

1. Daily, clean and sanitize toilets, garbage removal, sweeping and mopping.
2. Mowing and weeding of playground.

3. Repair and maintain facility and equipment.
4. Maintain garden and landscaping; weed eating, mowing, edging, pruning, trimming, and weeding. Maintain and repair items such as; lights, lawn mower, edging, etc.
5. Maintain inventory of janitorial supplies for the purpose of reordering. Turn in orders to Program Manager every Thursday as needed.
6. Pick-up and deliver facility supplies
7. Monthly monitoring of fire extinguisher and first aid supplies.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Previous Maintenance/Janitorial experience
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- 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.
- Proof of U.S. citizenship
- Pass Department of Early Learning background and fingerprinting.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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 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.