



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: Lead Janitorial/Maintenance
Early Learning Programs (ELP)

OPEN: January 4, 2019

EXEMPT: No

SALARY: 6 (\$17.46-19.47) Grant funded

SHIFT: Day

LOCATION: Early Learning Center

DURATION: Regular Full Time

12 month, year round

CLOSES: January 18, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Site Supervisor

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of Early Program Supervisor this position requires Candidate meets all health and safety standards set forth by ELP and Washington State Department of Early Learning (DEL) for licensing Child Care Centers. Supervise other janitorial staff.

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/GED
- Must possess and maintain a valid Washington State driver's license.

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

- Past supervisory skills

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.
- Position requires regular contact with or control over Indian children and is therefore subject to 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.
- Position is grant funded that will end on **August 31, 2019**. If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.