



# 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:** November 15, 2022

**EXEMPT:** Yes

**SALARY:** \$26.48-\$29.82/hr. DOE

**SHIFT:** Day

**LOCATION:** Early Learning Center

**DURATION:** Regular Full-Time

**CLOSES:** December 1, 2022

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Early Learning

**SUPERVISOR:** Administrative Manager

**VACANCIES:** 1

- **\$500** Recruitment stipend after successful completion of 90 days
- **\$900** Retention stipend after consecutive and successful 6 months of employment
- **Health Benefits** effective first of the month following 90 days

**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 Dept of Early Learning (DEL) for licensing Child Care Centers. Learn and follow Covid Policies from Lummi Indian Health, LIBC Policies, Education Department and Lummi Early Learning Program Policies.

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

1. Responsible for overseeing all activities within the team
2. Responsible for deciding how to approach tasks and develop a plan to accomplish them
3. Complete a walkthrough of the property weekly to determine if things need attending to. I.e., burned out lights, broken items, floors needing to be mopped, etc.
4. Responsible for distributing tasks and information to team members
5. Daily inspections on playground gates/alarms
6. Ensure each classroom has Purell cleaner daily
7. Ensure all janitorial work was completed the night before
8. Ensure all janitorial maintenance is completed for Home Base and Teen Center
9. Follow Chemical Management Plan
10. Dusting and window washing as needed
11. Thoroughly clean restrooms daily, restock supplies
12. Remove all boxes outside kitchen before leaving each day
13. Emergency clean-up as needed
14. Make sure all classroom trash is emptied after lunch
15. Empty office trash/recycling weekly
16. Empty break room trash/ recycling as needed
17. Order all janitorial materials as needed for all ELC buildings

18. Unlock each classroom playground exits each morning. Lock all classroom playground exits at 3pm.
19. Daily inspection off all playgrounds for hazardous or unsafe materials and garbage
20. Cover and uncover all sand boxes daily
21. Responsible for all playground maintenance (including checking levels on sand in sandboxes, and levels of mulch in appropriate areas, pressure washing, leaf blowing etc.)
22. Conduct regulatory maintenance for the AED machines (pads replaced upon expiration date, batteries changed accordingly)
23. Ensure fire extinguishers are maintained accordingly
24. Produce cleaning logs for all maintenance/janitorial staff
25. Monthly fire drills
26. Quarterly disaster drills
27. Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED; and
  - Three (3) years of experience as a janitor; and
  - Three (3) years of experience with operating maintenance equipment (i.e., leaf blower, pressure washer, floor scrubbers, large vacuums, etc.; OR
- Associates degree; and
  - One (1) year of experience as a janitor; and
  - One (1) Year of experience with operating maintenance equipment (i.e., leaf blower, pressure washer, floor scrubbers, large vacuums, etc.
- 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.
- 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 supervisor experience
- Must have a TB and physical every two years
- 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](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.