

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Human Resources Fax: 360-380-6991

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

JOB ANNOUNCEMENT

JOB TITLE: On Call Custodian
Operations & Maintenance (O&M)

OPEN: January 2, 2018

EXEMPT: No

SALARY: \$12.47 to \$13.97 per hour DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: On Call/ Temp

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: O&M

SUPERVISOR: O&M Director

VACANCIES:1

JOB SUMMARY: Under the supervision of the Operations and Maintenance Supervisor, the custodian is responsible for the up-keep and maintenance and security of the designated school facilities when filling in (e.g., Kitchen/Cafeteria; Lummi Tribal School (LTS) and Lummi High School (LHS) facilities, grounds and associated equipment) and is responsible to assist in minor improvement and facilities improvement tasks as outlined by BIA.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: includes the following, and other related duties as assigned:

1. Assist with scheduled weekend and after-school and weekend events according to the kitchen and cafeteria rental/leasing policy (Basketball, football, sports activities and non-school events).
2. Ensure the cafeteria/kitchen and or LTS/LHS is secured nightly to include: maintaining key control and/or assigning designated person to daily window/door lock—up if needed.
3. Clean bathrooms of the LTS/LHS daily (morning and mid-afternoon) to include: wash toilets, sinks and urinals, doors, mirrors, sink areas and heavy traffic areas; sweeping and mopping floors; and replacing and restocking towels, toilet paper, hand soap as needed and emptying waste baskets.
4. Sweep and mop corridor walk-ways daily and washes and/or sweeps down bleachers as needed; and washes doors (knobs) and high traffic areas as needed. Monthly: walk-in cooler/freezer, dry storage.
5. Ensure kitchen/cafeteria cleaned daily (morning and end of afternoon). To include sweeping and mopping floors (waxing during school breaks); washing windows monthly; washing and scrubbing of walls, doors and tables/chairs when needed; daily-trays, emptying trash cans and waste baskets daily.
6. Scheduled school break duties include: scrub, strip and wax kitchen/cafeteria, bathroom and walk-way floors; assist with shampooing of classroom rugs; washing of windows (exterior/interior) and walls; cleaning of corners of cob webs/moss; painting if needed/requested; dust corners and cob web areas; trim bush/tree hedges and cut and rake grass around kitchen facilities; and sweep and blow sidewalks and/or other assigned tasks as requested, as needed.
7. Ensure grounds maintained daily to include: sweeping of sidewalks; picking up any debris and salting walk-ways during inclement weather.
8. Perform preventative maintenance duties to include; changing light bulbs; replaces gasket seals, knobs but not limited to assisting with minor maintenance projects as requested and willing to learn new tasks as assigned.
9. Maintain and restocks kitchen inventory supplies as needed to include routing requests for supplies to Maintenance or O & M Supervisor.

10. Assist and provides coverage for other school site as needed and follows same tasks as listed to cover all facilities.
11. Participate in the Effective Schools Process.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work independently with minimum supervision and ability to work effectively with other Lummi Education maintenance/custodian staff daily.
- Ability to perform minor maintenance or learn these duties.
- Ability to perform physical labor and lift up to 50 pounds.
- Ability and willingness to work evenings/weekends as requested or needed.

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 with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

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 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.