

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

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

JOB ANNOUNCEMENT

JOB TITLE: Custodian

OPEN: February 25, 2025

EXEMPT: No

SALARY: Education Salary Scale (\$23.25)

SHIFT: Flex

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: March 6, 2025

JOB CODE:

DIVISION: Education

DEPARTMENT: O&M

SUPERVISOR: Lead Custodian

VACANCIES: 3

JOB SUMMARY: Under the supervision of the Lead Custodian, the custodian is responsible for the up-keep, cleanliness, maintenance and security of the designated school facilities when filling in (e.g., Kitchen/Cafeteria; - Lummi Nation School (LNS) 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 include the following, and other related duties as assigned.

1. Assist with scheduled weekend and after-school events, including basketball, football, sports activities, and non-school events, according to the LNS O&M Facilities Use Agreement.
2. Ensure LNS is secured nightly, including maintaining key control and/or assigning a designated person for daily window and door lock-up when needed.
3. Clean LNS bathrooms daily (morning, mid-afternoon, and as needed), including washing toilets, sinks, and urinals; cleaning doors, mirrors, and sink areas; sweeping and mopping floors; restocking towels, toilet paper, hand soap as needed; and emptying wastebaskets.
4. Sweep and mop corridor walkways daily, wash and/or sweep down bleachers as needed, and clean doors (including knobs) and high-traffic areas as required. Monthly tasks include cleaning the walk-in cooler/freezer and dry storage areas.
5. Ensure LNS is cleaned daily (morning and end of afternoon), including sweeping and mopping floors, washing windows monthly, scrubbing walls, doors, tables, and chairs as needed, emptying trash cans and wastebaskets daily.
6. Responsible for scheduled school break duties, including scrubbing, stripping, and waxing kitchen/cafeteria, bathroom, and walkway floors; assisting with shampooing classroom rugs; washing windows (both exterior and interior); cleaning corners for cobwebs/moss; painting when needed/requested; dusting corners and cobweb areas; trimming bushes and tree hedges; cutting and raking grass around kitchen facilities; and sweeping and blowing sidewalks, along with any other assigned tasks.
7. Ensure grounds are maintained daily, including picking up debris and salting walkways during inclement weather.
8. Perform preventative maintenance duties, including changing light bulbs, replacing gasket seals, knobs, and assisting with minor maintenance projects as requested. Willingness to learn new tasks as assigned.
9. Maintain and restock cleaning supplies as needed, including routing supply requests to the Lead Custodian.
10. Assist and provide coverage for other school sites as needed, following the same tasks listed to cover all facilities.

11. Other duties as assigned by supervisor or designee.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 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 independently with minimal supervision and collaborate effectively with other Lummi Education maintenance/custodian staff.
- Capability to perform minor maintenance tasks or learn new maintenance duties.
- Ability to perform physical labor, including lifting up to 50 pounds.
- Strong communication skills and the ability to work collaboratively with students, staff, and the community.
- Maintains professionalism and upholds student confidentiality in all situations.
- Willingness to work a flexible schedule to accommodate operational demands.
- Ability to prioritize tasks, manage multiple responsibilities, and work efficiently in a fast-paced environment.
- Demonstrates strong organizational skills, attention to detail, and the ability to meet deadlines.
- Sound judgment in decision-making and task execution.
- Knowledge of chemical safety guidelines and proper handling of cleaning chemicals.
- Knowledge school safety procedures and emergency protocols, including assisting with emergency response procedures (fire, earthquake, lockdown drills).
- Willingness to cross-train with other O&M staff to gain a broader understanding of various maintenance areas.
- Ability to develop professional knowledge and expertise within the Operations and Maintenance team.
- Ability to cover and perform the duties of other LNS O&M staff as needed to ensure continuity of services and team support.

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.
- Have or willing to obtain first aid certificate and CPR certificate.
- Desirable to have demonstrated concern/awareness of children's issues in the Lummi community and ensuring they have a safe, clean and healthy environment.
- Must adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply
- Salary based on scale
- 12 Month Classified Employee
- 90-day Orientation Applies

TO APPLY:

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