



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: Maintenance/Custodian
Young People Home (YPH)
Lummi Youth Social Services

OPEN: July 8, 2026

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: LYA Facility

DURATION: Regular Full-Time

CLOSES: July 15, 2026

JOB CODE:

DIVISION: Youth Social Services

DEPARTMENT: Youth Social Services

SUPERVISOR: YPH Program Manager

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Young People Home Program Manager the Maintenance /Custodial worker will keep assigned areas of the building, grounds, and parking lot clean, sanitary, safe, and orderly to do routine skilled cleaning tasks; perform minor repairs to the building and equipment; to perform grounds keeping tasks and to do related work as required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Performs general cleaning duties:
 - Sweeps, mops, strips, seals, finishes, and buffs floors; vacuums, and cleans carpets and upholstered surfaces.
 - Maintains an uncluttered environment; identifies and reports possible safety hazards.
 - Washes windows; disposes of waste and litter; removes marks from walls.
 - Sanitizing, cleaning, and maintaining bathrooms and showers using specific products and procedures.
 - Dusting and wiping down furniture
 - Bathrooms-clean toilets and sinks, wash mirrors, spot clean walls, mop floors, stock toilet paper, paper towels and hand soap as needed, remove garbage daily.
2. Maintenance duties:
 - Performs routine maintenance, including replaces light bulbs, etc., and reports maintenance conditions to supervisor in a timely manner.
 - Supervises and trains student workers as needed.
 - Conducting routine inspections of premises and equipment
 - Performing preventative maintenance

- Overseeing contractors when professional repairs are necessary • Repairing machines, equipment, or structures as necessary.
- Providing assistance with setting up facilities for events, meetings or classes.
- Remove snow and ice and maintain walkways during inclement weather.
- Strip, wax, and refinish floors as necessary.
- Clean and maintain all equipment, such as air purifiers, water coolers, etc.
- Other Duties: This job description incorporates the essential functions and duties required for this position. However, other duties may be required and assigned at times and as determined by a supervisor in order to meet the needs of the program.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1-year experience working in custodial or maintenance, *preferred*
- 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:

- How to properly care for and use myriads of chemicals, solvents, and fluids, some of which may be considered toxic and require special handling
- Hazardous or unsafe conditions and/or practices and methods of correction
- Lawn and garden care
- Establish and maintain effective relationships with staff and youth
- Follow instructions and keep accurate records including inventory and requisitions
- Plan, organize and effectively make use of time with limited direction
- Maintain the cleanliness of buildings and perform routine and custodial work as needed.
- Use various hand/power tools, equipment, and measuring devices with knowledge and skill and maintain them in good working order
- Program various mechanical and electronic time clocks and controls for heating, lighting, and security.
- Apply paint and finishes to interior/exterior surfaces and equipment with proficiency
- Perform minor building and equipment repairs
- Perform tasks associated with groundskeeping, including lawn and plant care
- Stand, sit, crawl, walk, climb ladders, stoop, etc. with high degree of confidence
- Lift, move, and transport furniture, equipment, and materials often in excess of 60 pounds without injury to self or damage to property.
- Work efficiently indoors and outdoors in extreme temperatures
- Work under varying degrees of stress
- Establish and maintain effective working relationships with a variety of individual and groups
- Communicate effectively via telephone, computer and in person

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 successful and extensive criminal background check, CAMIS background check.
- Must be flexible and able to work nights and weekends.

- Must attend Mandatory Reporting Training
- Must possess a First Aid/CPR Card or obtain one within 3 months of being hired
- Must possess a Food Handlers Card or obtain one within 3 months of being hired
- Must maintain strict confidentiality at all times concerning workplace and of each youth.
- Be respectful and sensitive to the values and culture of the Lummi Community.

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.