



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

OPEN: May 16, 2018

EXEMPT: No

SALARY GRADE: 4 (12.47-\$13.97)

SHIFT: Day

LOCATION: TPCDC / ELC/Home Base

DURATION: Regular Full Time

CLOSES: May 31, 2018

JOB CODE:

DIVISION: ECEAP

DEPARTMENT: ELP

SUPERVISOR: Maintenance Lead

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the Maintenance Lead the Janitor – Maintenance position will follow direction at the Lead Janitorial, Home Base and Teen Center supervisors. This position requires that the ELC, Home Base & TPCDC meet all health and safety standards set forth by Federal and State regulations for licensing Child Care Centers. This position will work split time between the TPCDC and ELC, or otherwise as required by the Maintenance Lead supervisor.
Federal Standards.

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

Early Learning Center / Teen Parent Child Development Center

1. Maintain facilities and grounds in a manner that provide a safe environment for children and adults meeting all health and safety requirements set forth by the ELP and DEL.
2. Repair and maintain facility and equipment.
3. Assure the facilities and grounds are free of choking hazards such as ropes, wires, blind cords, or fences not meeting federal and state requirements.
4. Schedule annual facility services and schedule repairs.
5. Maintain the gardens and landscapes: weed eating, edging, pruning, trimming, and weeding.
6. Maintenance facility and grounds equipment: lights, mowers, edgers.
7. Daily inspection of playground and document daily inspections.
8. Daily vacuuming of carpeted areas, cleaning of restrooms, garbage & waste disposal, sweeping and mopping.
9. Take inventory of janitorial supplies for reordering purposes. Turn orders in every Thursday and weekly to the Maintenance Lead as needed.
10. Pick-up and deliver facility supplies.
11. Utilize cleaning products as provide by the program
12. Document monthly and quarterly safety drills; such as: fire, earthquake, other disasters, etc.
13. Monthly monitoring of fire extinguishers.

Home Base Program

1. Maintain facility and grounds in a manner provided as a safe environment.
2. Repair and maintain facility and equipment.
3. Schedule annual facility services.
4. Maintain landscape, and play area.
5. Vacuuming, cleaning of restrooms, garbage & waste disposal.
6. Sweeping and mopping.

7. Take inventory of janitorial supplies for reordering purposes. Turn orders in every Thursday and weekly to the Maintenance Lead as needed.
8. Pick-up and deliver facility supplies.
9. Utilize cleaning products as provide by the program
10. Monthly monitoring of fire extinguishers.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Previous janitor / maintenance experience.
- Must be able to lift and carry a minimum of 50 lbs
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of safety rules, regulations, and procedures set forth by federal and state DEL guidelines, and ensure all sites are in compliance with proper documentation.
- Knowledge of safely using cleaning chemicals.
- Ability to maintain good working relationship with staff and students.
- Prior experience in carpentry, flooring, painting, and plumbing is preferred.
- Must be able to work without supervision.

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, in addition to the Washington State Department of Early Learning Portable Background Check.
- TB skin test.

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.