POSITION: Custodian

SALARY: Minimum Salary $15.28

REPORTS TO: Maintenance Supervisor

STATUS: Non-Exempt / Temporary

LOCATION: All districts (Nespelem, Omak, Keller and Inchelium). Primary location Nespelem – CIHA Admin Building.

BASIC FUNCTIONS: The Custodian is responsible for daily cleaning of CIHA managed properties in accordance with standard cleaning procedures and schedules for each Community Building which includes normal and general cleaning on a daily, weekly, monthly and quarterly basis. Specific duties include, but are not limited to:

- Above average attendance and punctuality are required for this position.
- Performs various cleaning activities for CIHA managed Community Buildings to include: offices, vestibule, bathrooms, kitchen, conference room, great room and utility room.
- Performs various cleaning activities for CIHA managed units to include: kitchen, living room, dining room, utility room, bathroom, all bedrooms, and exterior of CIHA managed units in accordance with cleaning check list and instructions given by Supervisor.
- Report any of the following: emergency maintenance problems; need for major repair to unit’s operating systems, and safety issues to Supervisor immediately.
- Wear company issued personal protective equipment in accordance with the job you are performing.
- Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes.
- May also sweep walks, rake leaves, cut grass, trim shrubbery, remove snow or perform other incidental seasonal tasks, using snow blowers, and snow shovels, snow melting chemicals, mowers, hand and power trimmers, and clear debris from grounds. Keep a running inventory of all cleaning supplies and submit purchasing requests when supplies get low.

WORK ENVIRONMENT:
The Custodian must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The incumbent must occasionally push, pull, and/or lift objects up to and over 50 pounds. The incumbent works indoors and outdoors and is exposed to weather extremes. The incumbent may occasionally be subject to dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, insecticides). The incumbent may be required to use goggles, gloves, safety boots, and other safety equipment.

MINIMUM QUALIFICATIONS: High School diploma or GED, and two years of related
work experience with references. Additional consideration will be given to applicant with prior cleaning experience similar to this position requirements.

**SPECIAL REQUIREMENTS:** Must possess a valid Washington State Driver’s License and be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 50 lbs., and move heavy objects short distances (20 feet or less). Be able to sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

**CLOSING DATE:** Open until filled – 1st review May 7, 2019

Applications and supporting documents **MUST** be received by Monday, May 7, 2019 by 12:00pm

**INFORMATION:**
Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit: [www.colvilleiha.org](http://www.colvilleiha.org)

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 04/23/2019