

Sisseton-Wahpeton Oyate

Job Description

Job Title: Custodian

Reports to: Building Manager

Summary:

Custodians are responsible for ensuring that the Tribal Administration Building offices, suites, hallways, cubicles, conference rooms, restrooms, and the rotunda areas are neat, clean and sanitary per OHSA/IHS regulations. Exterior lawn care, landscaping and snow and ice removal are included. Cleaning interior and exterior windows may also be part of their job assignments. Set-up, tear down and clean-up of the rotunda area for special events General Council, public forums etc. will be expected.

Duties and Responsibilities:

1. Vacuum, sweep and waxing/sealing cleaning of all floors
2. Clean, service & supply restrooms and the kitchen
3. Gather and empty all trash daily and before leaving for the day
4. Keep the rotunda organized, neat and clean
5. Restock items such as tissues, toilet paper, paper towels, and kitchen supplies.
6. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures
7. Special cleaning projects may be performed on a weekly, monthly or quarterly basis to include washing windows, waxing floors and upper level dusting and shampooing carpets
8. Responsible for handling outside cleaning needs such as sweeping off walkways, shoveling snow and ice, and cleaning windows and picking up trash
9. May be expected to manage special projects. (dusting upper rotunda area, cleaning upper windows around the building)
10. Requisition cleaning supplies with Property & Supply Department or equipment needed for cleaning and maintenance duties.
11. Must be courteous and respectful of all employees, co-workers, and guests at all times
12. Team work with co-workers is expected; help cover areas when co-workers are absent.
13. Properly maintain all cleaning equipment and notify Building Manager when issues arise
14. Other duties as assigned.

Qualification Requirements:

1. Must be able to use cleaning equipment, including riding vacuums, riding sweeping & mopping machines
2. Able to operate snow blowers, lawn mowers, weed eaters etc.
3. Able to work at heights exceeding 25 feet
4. Must be able to lift 50 pounds
5. Must be able to pass a physical
6. Able to work with cleaning chemicals, sewer smell and back-ups
7. Know Material Safety Data Sheet safety protocols for cleaning chemicals
8. Must be able to get certified in First Aid and CPR
9. Must be trustworthy and respect confidential work on employee's desk and office suites

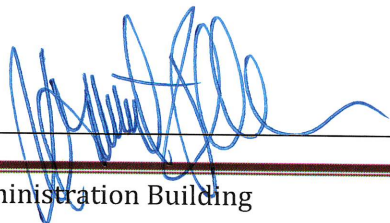
Education and/or Experience

1. High School Diploma/GED
2. Must have a minimum of two years commercial building cleaning experience
3. May be required to obtain state driver's license and SWO Tribal Driver's License

Skills:

1. Good communication skills
2. Ability to work alone and without supervision
3. Ability to work with the other custodians as a team, covering absent custodian's areas
4. Must be able to work well with the general public, co-workers, all building employees

Approved _____



Date _____

11-27-23