**Vacancy Announcement**

**POSITION:** Caretaker (ON CALL)  
**DEPARTMENT:** Language & Cultural Program  
**LOCATION:** Hammon OK  
**ISSUE DATE:** May 30, 2019  
**CLOSING DATE:** Until Filled

**GENERAL DESCRIPTION:**
Under the direct supervision of the Culture & Heritage program director, the incumbent performs daily cleaning tasks, set up tables and chairs for scheduled meetings and monitors events, as well as other duties assigned; related to the Hammon Community Hall.

**DESCRIPTION OF DUTIES:**
- Schedules and monitors events at the Hammon Community Hall; monitoring an accurate monthly calendar.
- Informs office staff of scheduled events.
- Responsible for locks and keys.
- Responsible for granting access and securing lock up of facility for scheduled events; including and especially weekends.
- Maintains orderly, clean storage buildings; securing equipment, materials and supplies.
- Responsible for accurate record keeping of incoming and outgoing correspondence, equipment signs out sheets, and other records as assigned.
- Dust, mop, sweeps around corners, under workstations, doorways, tight areas, entrances and mops, burnish/buffer, strip and wax hard floors.
- Cleans all glass doors, windows, and interior walls.
- Removes all trash accumulation, in the interior and exterior of hall.
- Cleans spills and contaminated spills according to the policy for Safety and Infection Control standards.
- Cleans and disinfects all sinks and counters within kitchen and open area.
- Cleans all restroom’s toilets, sinks and mirrors; keeping supplies stocked.
- Housekeeping closet maintained by orderly, cleaned manner.
- Moves and arranges furniture, equipment, materials and supplies when required; including stage area.
- Becomes familiar with operation of PA systems.
• Vacuums carpet in all carpeted areas; shampooing carpets accordingly.
• Submit to the Culture and Heritage program materials and supplies list.
• Informs director concerning needs for major repairs or utility problems

QUALIFICATIONS:
• Reliable and dependable.
• Ability to handle weights and loads.
• Ability to lift up to 50 pounds, bending, pushing and squatting; climbing ladders; works with hands in water containing stringent cleaning agents.
• Incumbent should be willing to work other than normal working hours, when necessary – especially weekends.
• Due to the sensitive nature of Cheyenne and Arapaho tribal customs and traditions; incumbent should be familiar with Cheyenne tribal customs and Arapaho tribal customs.
• Completion of high school or GED.
• One (1) year’s experience in custodial work desirable.
• Must know methods, materials and equipment used in custodial work.
• Experience may substitute for education.
• Ability to follow oral and written directions.
• Must possess a valid Oklahoma driver’s license.
• Cheyenne and Arapaho tribal preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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