***Vacancy Announcement***

**Position:**  Caretaker/ Floater (ON CALL)

**Department:**  Language & Culture Program

**Location:**  Concho OK

**Issue Date:**  September 23, 2019  **Closing Date:**  Until Filled

**Employment status:**  Part-Time, hourly, 29 hours per week max; flexible schedule with early morning, evening, or weekend work.

**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 Concho Community Hall.

**Description of Duties:**

- Schedules and monitors events at the 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 sign 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 areas.
• Becomes familiar with operation 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.

**Floater:** Responsible for providing needed assistance in different communities such as Hammon, Seiling, Canton, etc.

**Qualifications:**

• Must have a valid OK Driver's license.
• 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 if 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) years’ 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@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)