***Vacancy Announcement***

**POSITION:** Janitor  
**PROGRAM:** Operations & Maintenance  
**LOCATION:** Concho, OK  
**ISSUE DATE:** November 22, 2019  
**CLOSING:** Until Filled

**SUMMARY DESCRIPTION:** Under the supervision of the Operation and Maintenance and Maintenance Director, performs cleaning tasks and operation of various types of cleaning tasks and operation of various types of cleaning equipment to care for and maintain assigned buildings and related facilities; performs related work as required.

**EXEMPLARY DUTIES/RESPONSIBILITIES:**
- Sweeps, mops, waxes, and polishes floors;
- Washes windows and walls;
- Vacuums and spot-cleans carpets;
- Empties and cleans waste receptacles;
- Cleans and maintains supplies and rest rooms;
- Moves and arranges furniture and equipment;
- Sets up tables and chairs for special meetings or events;
- Picks up refuse from grounds;
- Will assist Grounds Maintenance with snow/ice removal or cutting and weed eating grass using equipment or hand tools;
- Maintains custodial supplies and equipment;
- Notifies director concerning needs for major repairs or additions.

**QUALIFICATIONS:**
- Completion of high school or GED
- One (1) years’ experience in janitorial work desirable;
- Must know methods, materials, and equipment used in custodial work;
- Must have safe work habits;
- Must be physically fit with ability to lift up to 40 lbs.
- Must be able to work independently in the absence of supervision;
- Must pass drug and alcohol testing.

**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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