***VACANCY ANNOUNCEMENT***

POSITION: Janitor (1)
PROGRAM: Operations and Maintenance
LOCATION: Concho, OK
ISSUE DATE: July 6, 2022  CLOSING DATE: Until Filled

SUMMARY DESCRIPTION: Under the supervision of the Operation and Maintenance Supervisor, 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) year’s 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@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4512 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov