

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Janitor (1)
PROGRAM: Operations and Maintenance
LOCATION: Concho, OK
ISSUE DATE: September 7, 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@cheyyenneandarapaho-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