

CHEYENNE RIVER SIOUX TRIBE
LAKOTA CULTURAL CENTER BUILDING
JANITOR

DESCRIPTION OF WORK:

General Statement of Duties: Responsible for janitorial services to the Lakota Cultural Center building and grounds. Provides cleaning and light maintenance of the interior and exterior of the Lakota Cultural Center and other assigned areas.

Supervision Received: Works under the immediate supervision of the Lakota Cultural Center Director.

Supervision Exercised: None

EXAMPLES OF DUTIES (Duties may include but are not limited to the following):

Operation and maintenance of equipment such as vacuum cleaners, lawn mower, and hand tools.

Performs general cleaning of building and premises daily.

Provides emergency and special occasion janitorial services.

Sets up for special ceremonies, such as meetings, workshops, activities, and trainings.

Performs janitorial duties, such as lifting, moving furniture & equipment, using ladder, dusting, sweeping, mopping, waxing and sanitation, etc.

Participates in training on proper methods and procedures for accomplishing work.

Coordinates work with building supervisors and other authorities.

Keeps accurate record of areas cleaned and work performed.

Performs minor repairs and maintenance work.

Prepares and logs necessary data or information of work performed for the Lakota Cultural Center.

Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge of the techniques of janitorial work, the operation of cleaning equipment and cleaning compounds and their use. Ability to operate and maintain equipment such as vacuum cleaners, lawn mower, and other hand tools which are needed for the job. Ability to perform minor repairs and maintenance. Must be able to establish and maintain effective working relationships with other personnel and the general public.

Education: High School graduate or General Equivalency Diploma.

Experience: One (1) year experience in related field

Or

Any equivalent combination of post high school education and experience.

Special Requirements: Must have a valid South Dakota driver's license (attach copy) and be insurable under the Tribal vehicle liability policy.

Must have First Aide/CPR certification or obtain certification within three (3) months of hire. **Must be in good physical condition and have a current physical stating ability to lift 50 lbs. (attach copy).**

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks.

Created Date: 10.14.2022