

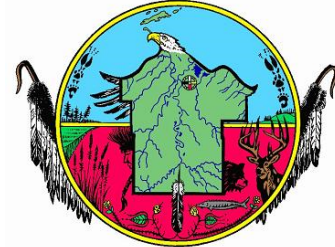
BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Custodial
Department: Education, Head Start /Early Head Start
Hourly Rate: \$15.00/hour
Full Time: Yes, 40hrs/week
Exempt: No/hourly
Supervisor: Assistant Director Head Start/Early Head Start
Posting Date: Public
Open: July 20, 2023
Closes: Open Until Filled



Summary:

This position is responsible for completing custodial and light maintenance tasks at the center. The hours of this position will be evenings 11:00 AM-7:00 PM and may be adjusted as needed. This position is subject to layoff when school is not in session.

Essential Duties and Responsibilities include the following:

- Use the 7 Grandfather Teachings as our principles.
- Assist in promoting the safety health, and comfort of students and employees in the facility.
- Communicate effectively with all employees.
- Follow the direction of the Transportation/Custodial Coordinator to
 - Ensure spaces are prepared for the next day
 - Maintain Head Start/Early Head Start buildings and grounds in top condition to ensure full and productive use of the facility.
 - React to change productively and coordinate other tasks as assigned.
 - Operate and maintain all equipment and machinery as necessary.
 - Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm.
- Adhere to all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

Physical Requirements: Physical work. Move lift, carry, pull, or push heavy objects or materials. Requires stooping, kneeling, crawling, bending, turning, and reaching. Requires climbing and balancing. Must work indoors and outdoors year-round. May work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be able to work in high places.

Education and/or Experience:

Required: High School Diploma or GED. Must be over 18 years of age.

Preferred: Experience in building and grounds operations.

Other Skills and Abilities:

Required:

- Ability to read material safety data sheets.
- Ability to read chemical labels.
- Ability to initiate and complete work orders.
- Must be able to work independently and in a team setting.
- Must be willing to travel as needed.
- Must be willing to complete the following training provided by the center: Abusive Head Trauma, Mandated Reporter, and Infant/Child CPR/First Aid.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Working Environment: The noise level in the working environment is usually moderate to loud. Subject to inside and outside weather conditions. The work environment includes the Bad River Head Start/Early Head Start, transports to children's homes, or community locations.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov