

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Maintenance/Custodian

Department: Moccasin Trail Center

Hourly Rate: \$14.00/hr.

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Moccasin Trail Store Supervisor

Posting Date: Public

Opens: September 3rd, 2026

Closes: Open Until Filled



Essential Duties and Responsibilities include the following. Other duties may be assigned by the Moccasin Trails General Manager or the supervisor.

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greetings and acknowledging every customer and vendor with a positive attitude, solid product knowledge, and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Assist customers during full service fueling periods to include tire inflation when requested
- Communicate customer requests to management
- You must be willing to travel for training when required

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.

Education and/or Experience:

Required:

- High School or Equilevalent Preferred
- Must be at least 18 years of age or older
- Speak, read, and Write in English
- Basic Math Skills
- Must be reliable, dependable, trustworthy, and have a good work ethics
- Ability to read, count and write accurately complete all reports and forms needed
- Ability to operate all equipment necessary to perform the job
- Must possess a valid Wisconsin's Driver's License
- Eligible for the Bad River Tribal Vehicle Insurance
- Basic knowledge of mechanical maintenance of all equipment
- Must be willing to work overtime, holidays, and weekends as requested by the Manager; willing to have schedule changed to meet the needs of the Center.
- Must attend training in accordance with Center requirements.

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

Background Check:

This position is contingent on the required ability to pass a Bad River General background check.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 60lbs and/or carrying for short distances, and/or using equipment to transport large objects. Must follow safe work practices and maintain safe conditions for customers and employees.

Work Environment: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

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