

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Russell Eleck Tribal Vice Chairman	Raqueal Puim Recording Secretary	Jolee George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Gary Wilson Jr. Sgt.-At-Arms
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Position Title: Housekeeper
Department: Administration
Reports To: Tribal Administrator
Classification: Non- Exempt/Full-Time
Wage: \$14.50

Position Posted: Open until Filled

Posting Ends:

All applications due in HR by 5: 00 pm by

Introduction: Under general supervision, performs a wide variety of custodial duties and related work as required.

Essential Duties and Responsibilities:

- Empties and lines waste receptacles and dispose of trash daily. On a weekly basis cleans waste receptacles.
- Cleans and disinfects all restrooms - sinks, toilets, and urinals daily.
- Disinfects and cleans light switches, fixtures, kitchen appliances, walls, mops floors, countertops, lunchroom tables, doors, and work surfaces of marks, dust, and grime daily.
- Cleans walls, ventilation covers, sills, and baseboards, cleaning of windows and blinds.
- Spot cleans carpets as needed. Shampoos carpets and waxes floors quarterly.
- Fills all paper towels, toilet tissue, and liquid soap dispensers daily
- Schedules and reports to supervisor, routine repairs and tune-ups to maintenance equipment and maintenance to the exterior and interior structure of tribal buildings
- May provide work direction to individuals on special work programs.
- Observes safe working practices, including maintaining storage areas in safe working conditions.

- Report all safety or fire hazards immediately. Obtain necessary work orders for repairs.
- Will respond to work orders based upon the priority status designated on the work order.
- Work orders will be considered complete when passing all quality and safety standards, will advise the supervisor if the work order cannot be completed in a timely manner.
- Other duties as assigned

Qualifications:

- One-year experience in janitorial or custodial work preferred
- Must be physically able to perform heavy labor and maneuver equipment weighing up to 40 pounds.
- Ability to understand and follow written and oral instructions
- Ability to complete assignments without immediate supervision
- Ability to establish and maintain effective working relationships with co-workers
- Knowledge of proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment
- Knowledge of safety practices and equipment related to custodial work.
- Must be able to pass a background check.

Workplace Environment:

1. PHYSICAL SAFETY: The work requires physical exertion such as long periods of standing, repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items. Occasionally lifts heavy objects (over 40 pounds). The work requires infrequent climbing of ladders, use of cleaning materials, agents, and disinfectants that may be hazardous, and use of custodial tools and equipment.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as industrial chemicals, agents, or confined, dirty, and noisy locations. Employees may be required to use personal protective equipment such as boots, goggles, gloves, or shields.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the Employee's job, is intended to create a contract of employment of any type.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

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