

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Custodian

EXEMPT: No

TARGET SALARY: \$ 15.11

PROGRAM: Clinic Services

REPORTS TO: Administrative Officer

JOB CODE: N/A

SHIFT: 4 Hrs per day

LOCATION: Clinic

SUMMARY: Perform Custodial duties in an assigned area in the Sophie Trettevick Indian Health Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

Responsible for the cleaning and disinfecting assigned areas on a daily basis. Included are exam tables, waiting chairs, restroom fixtures, countertops, medical stands and exam room sinks.

Vacuums and shampoos carpet, dust mops and wet mops floors. Washes walls, windows and doors. Dusts furniture, office equipment, and fixtures. Empty waste receptacles. Ensuring all infectious waste is double bagged when transporting to incinerator, and incinerates infectious waste.

Utilizes heavy (industrial type) powered scrubbers in stripping, scrubbing and waxing floors. Heavy battery powered buffers are utilized to polish floors. Utilizes heavy (industrial type) vacuum cleaners.

Responsible for maintained adequate and safe environment while handling Hazardous and infectious waste.

- A hazardous waste can be on substance or a combination of substances.
- A hazardous waste must be properly handled, stored and disposed of.
- An infectious waste may include laboratory cultures or etiologic agents (Microorganisms or viruses that cause or significantly contribute to disease or death) which pose a substantial threat to health due to their volume and virulence.

Must be available to staff when cleaning emergencies arise.

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

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. Must be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

OSHA Bloodborne Pathogens Standards was sent down in federal law, directs employers to take certain steps to protect their employees from diseases. Proper training will be made available, as well as personal protective equipment and free vaccinations against Hepatitis-B

OTHER QUALIFICATIONS**OTHER SKILLS AND ABILITIES**

Ability to work alone in all cleaning duties without instruction.

Must know proper use of cleaning and sanitizing solutions.

Must have skills in cleaning and making adjustments to equipment is required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to occasionally lift and/or move up to 100 pounds. Moderately heavy physical effort is required in moving, setting up and working from ladders or scaffolds, and to use heavy powered equipment.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works primarily indoors, but occasionally outdoors when shoveling snow. Is exposed to chemicals, cuts, bruises and injuries from falling.

ACKNOWLEDGEMENT

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

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

OPEN: August 20, 2008
CLOSE: September 4, 2008

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory,

mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.