

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** CUSTODIAN  
**DEPARTMENT:** FACILITIES  
**SUPERVISOR:** FACILITIES DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

Maintains clean, sanitized, and orderly condition of all Tribal Buildings.

## Essential Duties and Responsibilities

- Receives written work orders or verbal instructions from supervisor.
- Cleans internal areas of all buildings, including buffing, dusting, sweeping, and mopping.
- Washes windows, door panels, and doorknobs.
- Washes walls, ceiling, and woodwork.
- Cleans and sanitizes workspaces, restrooms, exam rooms, and/or lunch/break Rooms and replenishes all paper supplies.
- Cleans inside light fixtures on a weekly basis or as necessary.
- Reports to Facilities Office on any maintenance needs for buildings.
- Empties trash cans indoors and outdoors, and hauls to the dumpsters.
- other departments with moving furniture and unloading and storing supplies.
- Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.
- Dusting high and low (cobwebs, floor trim, windowsills, etc.)
- Clean interior and exterior of tribal custodial vehicles, as needed or requested.
- Assist in set-up and clean-up of areas used for activities.
- Maintains confidentiality.
- Other duties as assigned.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 GED.
- One to three months related experience and/or training.

## Certificates, Licenses, Registrations

- First Aid/CPR certification and Blood Borne Pathogens training.
- Valid Washington State Driver's License.

**Physical Demands/Work Environment**

The physical demands and work environment 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 may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

**Culturally Sensitive**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**