



HOH INDIAN TRIBE

HUMAN RESOURCES

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Job Title	Janitor
Department	Administration
Reports to	Public Works Supervisor and/or Executive Director or designee
Status	Full Time: 40 Hours/week
Salary Range	DOE/Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:

Under general supervision from the Public Works Supervisor and/or Executive Director or designee, performs a variety of entry level tasks within the Hoh Tribe. This employee will be responsible for a wide variety of duties to maintain the clean and professional appearance of all the Hoh Tribal owned buildings. Duties involve some hand and power tools as needed. All assignments involve responsibility for the safe use of tools and equipment and the safety of others in the area. Work is normally performed independently.

Duties and Responsibilities

The duties of this position include but are not limited to:

- Wipe down all surfaces
- Dust/polish all surfaces including equipment
- Vacuum at least once a week or as needed
- Carpet cleaning at least quarterly or as needed
- Clean sinks, countertops, microwaves, and refrigerators in common areas
- Clean and sanitize restrooms
- Sweep and mop internal entrances
- Ensure that all Hoh Tribal owned buildings are kept very clean and in proper working order.
- Follow custodial checklist for daily duties
- Removes and disposes of trash from all areas, clean receptacles as necessary
- Wash walls, windows, and woodwork as needed
- Stock/maintain and order all cleaning supplies
- Punctual and Regular attendance
- General maintenance of grounds
- Other duties as assigned

Skills and Specifications:

- Basic knowledge of cleaning products
- Good communication and interpersonal skills
- Good client/customer service skills
- Ability to follow oral and written instructions
- Participate with other staff in promoting good teamwork
- May work after normal working hours, on a flexible schedule, or extended hours as needed
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources and time
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- This employee must be able to walk, sit, climb, balance, stoop, kneel, crouch, and crawl
- This employee may occasionally be required to lift and move up to 50 pounds
- Must be able to work well with others as a team and just as well individually
- Communication and organizational skills, with the ability to work independently.
- Self-initiative

Education and Qualifications:

- High School Diploma/GED preferred
- Valid Washington State Driver's License

Work Environment:

- This position is mainly an office work environment; some of these duties may expose employee to outside weather conditions as needed
- Requires some travel as needed using GSA vehicles
- Hours may occur outside normal working hours.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.