

PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

****Vacancy Announcement ****

POSITION: Caretaker (ON CALL)
DEPARTMENT: Language & Cultural Program
LOCATION: Clinton OK
ISSUE DATE: August 17, 2018 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Under the direct supervision of the Culture & Heritage program director, the incumbent performs daily cleaning tasks, set up tables and chairs for scheduled meetings and monitors events, as well as other duties assigned; related to the Concho Community Hall.

DESCRIPTION OF DUTIES:

- Schedules and monitors events at the Concho Community Hall; monitoring an accurate monthly calendar.
- Informs office staff of scheduled events.
- Responsible for locks and keys.
- Responsible for granting access and securing lock up of facility for scheduled events; including and especially weekends.
- Maintains orderly, clean storage buildings; securing equipment, materials and supplies.
- Responsible for accurate record keeping of incoming and outgoing correspondence, equipment sign out sheets, and other records as assigned.
- Dust, mop, sweeps around corners, under workstations, doorways, tight areas, entrances and mops, burnish/buffer, strip and wax hard floors.
- Cleans all glass doors, windows, and interior walls.
- Removes all trash accumulation, in the interior and exterior of hall.
- Cleans spills and contaminated spills according to the policy for Safety and Infection Control standards.
- Cleans and disinfects all sinks and counters within kitchen and open area.
- Cleans all restroom's toilets, sinks and mirrors; keeping supplies stocked.
- Housekeeping closet maintained by orderly, cleaned manner.
- Moves and arranges furniture, equipment, materials and supplies when required; including stage area.
- Becomes familiar with operation of PA systems.

- Vacuums carpet in all carpeted areas; shampooing carpets accordingly.
- Submit to the Culture and Heritage program materials and supplies list.
- Informs director concerning needs for major repairs or utility problems

QUALIFICATIONS:

- Reliable and dependable.
- Ability to handle weights and loads.
- Ability to lift up to 50 pounds, bending, pushing and squatting; climbing ladders; works with hands in water containing stringent cleaning agents.
- Incumbent should be willing to work other than normal working hours, when necessary – especially weekends.
- Due to the sensitive nature of Cheyenne and Arapaho tribal customs and traditions; incumbent should be familiar with Cheyenne tribal customs and Arapaho tribal customs.
- Completion of high school or GED.
- One (1) year's experience in custodial work desirable.
- Must know methods, materials and equipment used in custodial work.
- Experience may substitute for education.
- Ability to follow oral and written directions.
- Must possess a valid Oklahoma driver's license.
- Cheyenne and Arapaho tribal preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



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