

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Custodian

Department: Maintenance

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus one year related experience- **Required;**
- Valid California Driver license- **Preferred;**
- Must be insurable through the company insurance carrier and maintain throughout employment- **Preferred;**
- Dust, sweep, mop, scrub, vacuum, and polish floors;
- Clean windows, windows panels, screens and base boards;
- Spot wash walls and work surfaces;
- Empty trash and garbage containers;
- Clean restrooms, sanitize fixtures/doorknobs, and clean under and around furniture;
- Clean refrigerator and re-stock supplies;
- Clean Administration Building's balcony, break areas and all tribal departments/entities;
- Move and arrange office furniture, loads and assembles;
- Replace defective lights;
- Drive to job sites in company vehicle (if insurable) or drive to sites utilizing terrain vehicles.
- Report needed repairs and safety concerns;
- Perform other duties as assigned.

Reports To: Maintenance Custodian Supervisor

Starting Rate of Pay: \$13.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Updated: March 13, 2020

Deadline: Open Until Filled

Department Director

Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.