

## **JOB ANNOUNCEMENT CUSTODIAN – F/T**

**OPENING DATE:** April 25, 2016

**REVIEW DATE:** May 6, 2016

**CLOSING DATE:** Open until filled

**START DATE:** As soon as possible

**LOCATION:** Lummi Main Campus

**SUPERVISOR:** Director of Facilities/Maintenance

**SALARY:** \$25,000 - \$27,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Indian Preference applies. Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.*

### **SCOPE OF WORK**

Under the supervision of the Director of Facilities Maintenance, performs custodial service in the cleaning and sanitation of NWIC facilities. The job requires a variety of custodial duties which include cleaning and maintaining floors, walls and windows.

### **DUTIES AND RESPONSIBILITIES**

1. Clean and disinfect bathrooms, sinks, toilets, mirrors, sweep and mop floors, check all dispensers (soap, paper towels and toilet paper), empties trash.
2. Clean and maintain floors, walls windows, carpets, furniture, chalk boards, etc.
3. Sweep, mop, wax and polish floors, vacuum and shampoo carpets, dust and polish furniture.
4. Collect and empty wastebaskets, clean trash disposal containers as needed.
5. Clean mirrors, blinds, light fixtures, windows, doors and walls.
6. Follow instructions regarding the use of chemicals and supplies. Use as directed.
7. Ensure that necessary supplies are available and reports to Director of Facilities Maintenance when supplies are low to ensure timely ordering.
8. Ability to lift 50 lbs.
9. Lock and unlock buildings, secure building when facilities are not in use by checking for unlocked doors, windows, report any unauthorized occupants.

**Physical Demands:**

The physical demands described in this job announcement 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.

1. Sufficient clarity of hearing which permits the employee to discern verbal instructions, telephones, and safety warnings.
2. Sufficient vision or other powers of observation which permit the employee to distinguish safety issues pertaining to the required maintenance work.
3. Sufficient manual dexterity which permits the employee to operate a variety of power equipment, hand equipment and small objects and to make mechanical/maintenance adjustments to equipment.
4. Sufficient strength to lift and carry objects up to 50 lbs. for varying distances, maneuver power equipment, stand for periods of time up to three to four hours and to adapt to and move between work stations and job tasks.
5. Sufficient body flexibility and balance to perform maintenance tasks which require repeated bending and stooping motions, including climbing and working on ladders.
6. Sufficient personal mobility and physical reflexes which permit employee to work in areas with only artificial light, to work within tightly enclosed areas such as crawl spaces, attics, and to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust.

**QUALIFICATIONS REQUIRED to perform this position successfully:****Required Education, Experience, Skills, Knowledge and Abilities:**

1. A High School Diploma or GED.
2. Working knowledge of methods, materials, tools and standard practices of cleaning and maintaining buildings.
3. Knowledge of preparation, use and disposal of chemical cleaning agents.
4. Ability to establish work priorities and assign work orders, materials, staff equipment and other resources for timely completion of tasks.
5. Ability to operate, maintain and perform minor repairs to power custodial equipment including but not limited to vacuums, buffers, carpet cleaners.
6. Ability to understand and follow verbal and or written instructions.
7. Ability to train employees in the safe and efficient use of all cleaning equipment and supplies required for completion of work assignments.
8. Ability to operate hand cleaning equipment including but not limited to brooms, dust, wet mops, squeegees, hand vacuums, dust pans and dusters.
9. Ability to work independently.

**Required Licenses:**

Must have and maintain throughout employment a valid Washington State driver's license and meet the insurability requirements of NWIC.

**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.

The duties of this position will typically be performed in both indoor and outdoor environments. The noise level in the work environment is usually moderate to loud.

**SUPERVISORY RESPONSIBILITIES**

This position has no assigned supervisory responsibilities.

**APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)