

JOB ANNOUNCEMENT

Custodian (FT, 12 months)

Opening Date:	November 10, 2021
Review Date:	November 29, 2021
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Lummi Main Campus
Salary:	\$13.74 to \$14.53 per hour

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

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

DUTIES & RESPONSIBILITIES

1. Clean and disinfect bathrooms, sinks, toilets, mirrors, sweep and mop floors, check all dispensers (soap, paper towels and toilet paper), empty 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 report 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 and windows; report any unauthorized occupants.
10. Disinfect frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

11. Perform other duties as assigned which are consistent with the general requirements and qualifications of the position.

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 that permits the employee to operate a variety of power equipment and hand equipment 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.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the 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, disinfecting 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.

Other Qualifications:

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

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. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are 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/about-nwic/employment or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu