



Creek Indian Enterprises Development Authority Job Description

Custodian

The Custodian is responsible for cleaning and maintaining assigned office buildings/facilities.

Reporting Relationship

The Custodian shall report directly to the Facilities Supervisor.

Duties and Responsibilities

- Cleans, sweeps, vacuums, and mops floors in restrooms, employee center, public and office areas.
- Dusts both low and high areas. Wipes down or cleans various surfaces.
- Washes and replaces blinds.
- Stores and uses appropriate equipment and cleaning solutions for all tasks.
- Removes and disposes of discarded materials.
- Removes and transports trash to the appropriate disposal areas.
- Arrange furniture and/or equipment for special events.
- Ensures the physical condition of the premises is maintained in a safe, healthy manner.
- Maintains a professional appearance.
- Communicated effectively with the Grounds Team for assistance as needed.
- Performs other duties as assigned by the appropriate personnel.

Qualifications

- High School Diploma or equivalent preferred.
- Minimum of 2 years verifiable related job experience required.
- Well organized, reliable and responsible.
- Must be able to routinely walk up and down stairs, climb ladder, stand, bend, and carry items weighing up to 50 pounds.
- Ability to prioritize multiple tasks.
- Ability to follow oral and written instructions.
- Ability to adequately and successfully perform all aspects of this position.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIE Personnel Policies and Procedures.

PREFERENCE SHALL BE GIVEN TO QUALIFIED AMERICAN INDIANS

CIEDA COO

Date