



Creek Indian Enterprises Development Authority Job Description

Custodian for Creek Travel Plaza

The Custodian is responsible for cleaning and maintaining the interior and exterior areas of the Creek Travel Plaza.

CIEDA Purpose

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a lasting legacy.

Reporting Relationship

The Custodian shall report directly to the Maintenance Supervisor of the Creek Travel Plaza.

Duties and Responsibilities

- Cleans, sweeps, vacuums, and mops floors in restrooms, shower, 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 promotions.
- Ensures the physical condition of the premises is maintained in a safe, healthy manner.
- 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.
- Willing to work odd and irregular hours.
- Must possess a valid state driver's license or state ID.
- Must be willing to cross train for all CTP positions as assigned by management.
- Ability to comply with all other requirements as specified within the CIEDA Personnel Policies and Procedures.

PREFERENCE SHALL BE GIVEN TO QUALIFIED AMERICAN INDIANS

CIEDA COO

Date