



Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883

## **NOTICE OF EMPLOYMENT**

**POSITION:** Maintenance/Custodian  
**DEPARTMENT:** Elderly Assistance (Warm Valley Senior Center)  
**SUPERVISION:** Elderly Assistance Director  
**SALARY:** DOE  
**OPENING DATE:** December 21, 2020      **CLOSING DATE:** January 7, 2021

### **POSITION SUMMARY:**

This position will maintain upkeep and appearance of the internal and external of the building. Important to be careful and thorough in working, cleaning and tidying the premises, preventing vandalism. Physical work is a primary part of the job with more than 70 % such as heavy lifting, pushing or pulling required objects up to 50 pounds. Have physical endurance to cover large spaces. Have a keen eye for details and diligence.

### **DUTIES AND RESPONSIBILITIES**

- Keep building and property in clean and orderly condition such as sweep, mop, scrub and vacuum floors.
- Perform routine inspections/maintenance and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds, and other foreign materials.
- Gathers and empties trash.
- Scrubs, sanitizes and supplies restroom facilities.
- Dusts furniture, walls and equipment.
- Clean windows, mirrors and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follow procedure for the use of chemical cleaners and power machinery to prevent damage to floors and fixture.
- Polishes fixtures and furniture.
- Shampoo or steam-clean carpets and rugs.
- Manages inventory of cleaning supplies and reports supplies needed to appropriate staff.
- May provide vendors with access to areas for cleaning and may answer basic questions.
- Perform basic maintenance (i.e. unclog toilet, replacing florescent lights, adjusting furniture etc.).

- Perform basic seasonal maintenance (i.e. mowing, weed cutting, snow removal etc.).
- Perform other duties as assigned to maintain and to enhance the operation of the facility.

### **QUALIFICATIONS:**

- High School diploma or GED is required.
- Experience with custodial or related work experience.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to move objects weighing more than 50 pounds.
- Must be able to climb ladders or steps and work at particular heights.
- Must be able to use and work safely with cleaning chemicals.

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [saragon@easternshoshone.org](mailto:saragon@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.