



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

### **NOTICE OF EMPLOYMENT**

**POSITION:** Custodian  
**DEPARTMENT:** Eastern Shoshone Tribal Enrollment  
**SUPERVISION:** Eastern Shoshone Tribal Enrollment Director  
**SALARY:** \$ 15.00 p/h  
**CAREER STATUS:** Permanent Part- Time (20 Hours)  
**OPENING DATE:** September 15, 2023 **CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

This position is responsible for the overall maintenance and cleaning of the Eastern Shoshone Tribe's Enrollment Program. This includes minimal maintenance and maintaining the cleanliness and safety of the overall program. The Custodian reports to the director of the Eastern Shoshone Tribe's Enrollment program and requires communication skills through written and spoken word.

### **DUTIES AND RESPONSIBILITIES**

- Perform daily custodial, grounds keeping and maintenance duties.
- Performs other duties as assigned to maintain and enhance the operation of the program.
- Performs regular, scheduled floor cleaning and maintenance by sweeping, mopping, vacuuming, stripping, and waxing floors according to prescribed guidelines or specific directions.
- Cleans building furnishings by sanitizing and washing equipment such as chairs, tables, kitchen appliances, game equipment, sports equipment and other items and surfaces.
- Ensures that restrooms, and locker rooms are clean and sanitized by following prescribed procedures for sweeping, mopping, scrubbing with specific chemicals for disinfecting.
- Restocking all appropriate paper products, refilling soap dispensers, replacing sanitary disposal liners, and removing all trash and waste products from restrooms.
- Cleans interior walls by removing adhesive tape scrubbing stains, and graffiti with prescribed wall cleaners.

- Removes all trash from various trash containers to outside designated trash dumpsters.
- Keep sidewalks and entrances clear from snow or ice by shoveling or sweeping snow or ice and spreading salt, sand or chemicals within the assigned area.
- Reports any property damage, water leaks, flooding, overflowing restroom fixtures, broken window and door glass to the Facility Manager.
- Performs a measure of building, facilities, and contents protection and security by checking assigned areas, building, and facilities for safety and security, locking/unlocking designated areas.
- Performs routine maintenance of custodial equipment such as cleaning and proper storage of equipment.

### **QUALIFICATIONS:**

- Must possess a valid Class C State of Wyoming Driver's License and have a good driving record.
- Required to have a high school diploma or equivalency.
- Must be flexible to achieve scheduling needs.
- Must have good communication, custodial, maintenance and grounds keeping skills.
- Preference given to applicants with experience in custodial work, plumbing, cooling and heating, electrical and carpentry skills.
- Must receive first aid training and perform services as required.
- Must be willing to submit to a pre-employment drug test and criminal background check.

### **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 [rferris@easternshoshone.org](mailto:rferris@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.

**APPLICATION REQUIREMENTS:**

**MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC.** A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.