



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

NOTICE OF EMPLOYMENT

POSITION: Custodian
DEPARTMENT: Rocky Mountain Hall
SUPERVISION: Facility Manager
SALARY: As Budgeted

OPENING DATE: September 16, 2024

CLOSING DATE: September 30, 2024

POSITION SUMMARY:

This position performs a variety of cleaning and custodial maintenance for various community activities and events.

DUTIES AND RESPONSIBILITIES

- Performs regular, scheduled floor and stairs maintenance by sweeping, mopping, stripping, and waxing floors according to prescribed guidelines or specific directions.
- Cleans building furnishings by dusting and washing equipment such as chairs, tables, kitchen appliances, trophy cases, ash stands, and similar fixtures.
- Ensures that restrooms, showers, 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.
- Washes all interior and lower-level exterior glass, including windows, mirrors, and glass doors according to prescribed guidelines or specific directions for use of the cleaners.
- Removes all trash from various trash containers to outside designated trash dumpsters.
- Uses cleaning chemicals properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the cleaning chemicals properly on surfaces or items designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
- Prepares meeting room and gymnasium for funerals, special events and activities by tarping floors (if necessary), setting up tables, chairs, and other specifically requested items.
- 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 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.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- High school or GED
- Must be able to move objects weighing more than 50 pounds.
- Must be able to climb ladders or steps, and bend or stoop repeatedly or continually.
- Must be able to use and work safely with cleaning chemicals and solvents.
- Must be able to work from 12pm to 8pm and on weekends.

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 and can be sent via email to lmorgan@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.**
- 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.