



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

NOTICE OF EMPLOYMENT

POSITION: Janitorial
DEPARTMENT: Tribal Health
SUPERVISION: Director
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: April 22nd, 2026 **CLOSING DATE:** May 6th, 2026

POSITION SUMMARY:

This position is under the direct supervision of the Building Maintenance Supervisor and under the general supervision of the Director. This position is a full-time position, up to 32 or more hours per week. Applicant will provide janitorial services for the Tribal Health offices Building 1, Building 2, and Building 3. When available or needed will support and help with any programming events and community activities offered through the program.

DUTIES AND RESPONSIBILITIES

- Read and comply with the material safety instructions of all cleaning supplies.
- Comply with the confidentiality statements of Eastern Shoshone Tribal Health.
- Make sure all doors of the Tribal Health Building are locked after hours.
- Sweep and mop tile floors.
- Vacuum all carpets, including entry rugs.
- Clean restrooms and restock supplies as needed.
- Dust countertops and furniture.
- Take trash to the community dump site.
- Clean coffee room/lounge.
- Wash dishes.
- Clean lobby.
- Clean and restock outside bathrooms.
- Restocking supplies
- Submit recommendations for essential replacement and/or repairs to building.

Responsibilities for the Z.O.N.E Fitness Center (at least once a day)

- Sweep and mop ZONE entry way to all corners of fitness center.
- Wipe and clean fitness machines with appropriate cleanser.
- Empty trash and take to community dump site.
- Clean barbells, kettlebells, etc.
- Disinfect equipment.
- Performs other duties as assigned by director, to maintain and enhance the operation of the program.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:

- Ability to maintain dependable attendance and reliability
- Ability to work effectively in a complex office environment.
- Knowledge of program development, operation.
- Skill in establishing and maintaining effective working relationships with Tribal departments and employees.
- Skill in the operating computer equipment, including use of the internet, databases, and related software applications.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

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 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.