



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** Custodian (Part Time, 29 hrs. wk.)  
**SUPERVISOR:** Zaasijiwan Head Start Director  
**LOCATION:** Zaasijiwan Head Start Program  
**POST DATE:** July 22, 2024  
**CLOSING DATE:** August 5, 2024

---

**General Description:** The primary responsibility of this position is to assure the Head Start Facility is cleaned and maintained in a way that promotes a safe, healthy and clean environment.

**Qualifications:** High School Diploma or equivalent is required. One-year experience in custodial and/or maintenance duties preferred. Ability to meet the physical requirements which may include periodic heavy lifting (approximately 30-50 pounds).

**Salary:** \$15.30-\$19.85 hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:  
Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Custodian (Part-Time 29 Hours/Week)

**B. DEPARTMENT:** Zaasijiwan Head Start Program

**C. SUPERVISOR'S TITLE:** Program Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to assure that the Head Start facility is cleaned and maintained in a way that promotes a safe, healthy and clean environment. Specific responsibilities include, but are not limited to:

1. Maintain the cleanliness of classrooms, offices, hallways, kitchens and restrooms by performing housekeeping duties such as dusting, vacuuming, sweeping, mopping, trash removal, disinfecting and spot cleaning as necessary.
2. Develop and implement a schedule of daily and periodic cleaning duties based on requirements of program. Periodic cleaning schedule will include washing windows, shampooing carpets, buffing floors, minor renovations/repairs.
3. Restocks supply closets, hand washing supplies, cleaning and sanitation supplies.
4. Assure that cleaning supplies and other toxic products are stored appropriately and not accessible to children.
5. Ensure emergency exits are accessible and lighting is in safe, working condition.
6. Keep center facilities and equipment clean and sanitized in accordance with programmatic, local, state and federal regulations. Document and inform supervisor of any safety or health concerns.
7. Document and inform supervisor in a timely manner when cleaning supplies and janitorial/maintenance supplies need to be ordered.
8. Suggest improvements to provide safer environment for children and staff.
9. Complete required record keeping, including checklist of daily cleaning and special events cleaning.
10. Must be flexible to be available for extra occasional evening and/or weekend work as needed.
11. Uphold confidentially and all other policies and procedures of the program.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with program staff.
2. **External:** Occasional contact with vendors and staff of the Lac du Flambeau Public School.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Zaasijiwan Head Start Director

**H. EDUCATION:** High School diploma or equivalent required.

**I. EXPERIENCE:** One year of paid experience in custodial and/or maintenance duties preferred.

**J. SKILLS:**

1. Ability to meet the physical requirements of the position which may include periodic heavy lifting (approximately 30 – 50 pounds).
2. Ability to follow oral and written instructions.
3. Ability to implement up-to-date inventory control and ordering of cleaning supplies.

**K. WORKING ENVIRONMENT:**

1. **Work conditions:** Standard classroom/school conditions including classrooms, offices, and indoor/outdoor play areas.
2. **Exposure of hazards:** Daily exposure to cleaning and sanitizing products. Possible exposure to bodily fluids/wastes, especially as they relate to diapering/toileting. Potential exposure to hazardous conditions such as slippery floors when cleaning, electrical equipment and other toxic products.
3. **Physical requirements:** Ability to perform the requirements of the position, including heavy lifting when required (approximately 30-50 lbs.). Continuous standing, walking, and bending. Documentation of a negative TB test and a physical examination prior to employment to rule out communicable diseases.

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of Lake Superior Chippewa Indians requires the Custodian to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and may be subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Physical examination within 30 days of hire required to rule out communicable diseases, and a negative TB test. Preference will be given to current and former Early Head Start and Head Start parents, if qualified, for vacant position. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians, and responsible for maintaining compliance with all applicable federal and state rules and regulations including, but not limited to, the Head Start Act and Head Start Program Performance Standards.

**N. SIGNATURES**

\_\_\_\_\_  
**Employee**                      **Date**

Previously signed \_\_\_\_\_  
**Tribal Administrator**      **Date**

\_\_\_\_\_  
**Manager**                      **Date**

Previously signed \_\_\_\_\_  
**Human Resource Director**      **Date**