



Pride of the Ojibwe
13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

JOB ANNOUNCEMENT

Custodian / Maintenance

POSITION:	Custodian / Maintenance (2 Positions available)
POSTING DATE:	April 5, 2024
CLOSING DATE;	Until filled.
SALARY:	Negotiable
LOCATION:	Tribal Administration Building
SUPERVISION:	Maintenance Director
DEPARTMENT:	Maintenance Department
ADMINISTRATION:	Tribal Governing Board Personnel Policies and Procedures

Position Summary:

The Custodian/Maintenance employee is responsible for the general maintenance of the building and grounds and will keep them in a safe and presentable condition. The Custodian/Maintenance employee will consult with the Maintenance Director prior to arranging for outside services as they become necessary to keep the building and grounds and other entities in good repair. The Custodian/Maintenance employee reports to the Maintenance Director.

Qualifications:

1. Must be able at 18 years of age.
2. Must have a High School Diploma or equivalent.
3. Ability to work under supervision.
4. Able to keep and maintain accurate records and able to complete forms in an accurate manner.
5. Basic knowledge of common household repairs, and simple gardening techniques.
6. Attend and participate in all training courses when relevant to your position.
7. Must be able to pass a background check.
8. Must be able to pass a pre-employment drug screen.

Responsibilities:

1. Maintain floors and keep walls, door, window furnishings, and fixtures clean and dust free safe and operable.
2. Sanitize toilets and wash basins daily, making certain tissue, paper towels, and soap dispensers are adequately supplied.
3. Keep entrances, walk, steps and so forth free of debris, snow, ice, and other obstructions.
4. Maintain electrical fixtures, performing minor repairs as needed.
5. Change light fixtures.
6. Always keep grounds neat and attractive.
7. Keep kitchen in a safe and sanitary condition.
8. Assist in setting up and putting away equipment.
9. Other tasks as designated by the Maintenance Director.

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information, resume**, at least **three (3) personal reference letters**, and any other supportive documents. A resume should be typewritten, indicating personal information related to the position for which the applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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*Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.*