



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

****Job Description****

Custodian/Maintenance

Two (2) vacancies

Position: Maintenance (Full-time)
Salary: \$16/hr
Posting Date: March 31, 2026
Closing Date: Open Until Filled
Location: Tribal Administration Building
Supervisor: Facilities Director

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 Executive Director prior to arranging for outside services as they become necessary to keep the building and grounds in good repair. The custodian/maintenance employee reports directly to the Executive Director.

Qualifications:

1. Must be at least 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 trainings when relevant to your position.
7. Must be able to pass a pre-employment drug screen.

8. Must be able to pass a background check,

Responsibilities:

1. Maintain floors and keel walls, doors, windows, furnishings, and fixtures clean, dust free safe, operable, and presentable.
2. Sanitize toilets and wash basins, make certain toilet tissue, paper towels, and soap dispensers are adequately supplied daily.
3. Keep entrances, walk, steps, and so forth swept and free of debris, snow, ice, and other obstructions.
4. Maintain electrical fixtures, performing minor repairs as needed.
5. Change light fixtures.
6. Keep grounds neat and attractive at all times.
7. Keep the kitchen in a safe and sanitary condition.
8. Assist in setting up and putting away equipment.
9. Miscellaneous other tasks as designated by the Executive Director.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **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
doreen.debrot@lco-nsn.gov
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*Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.*