

CHEYENNE RIVER SIOUX TRIBE
GAME, FISH & PARKS
CUSTODIAN

DESCRIPTION OF WORK

General statement of Duties: Individual will perform general custodian duties such as, emptying trash, vacuuming, sweeping, mopping, cleaning building offices and bathrooms.

Supervision Received: The Custodian will work under the supervision of the Game, Fish & Parks Director or acting authority.

Supervision Exercised: None, unless delegated by the Game, Fish & Parks Director or delegated authority.

EXAMPLE OF DUTIES: (Duties may include but are not limited to the following)

Sweeps, mops, scrubs, and vacuums hallways and office spaces

Empties office trash and garbage containers daily, dusts the lobby and all items in lobby and wash windows.

Maintains building, performing minor and routine painting, and other related custodian duties.

Will be required to write monthly reports

Notifies director or office staff on cleaning supplies that need to be ordered

Performs other duties assigned by the supervisor or acting authority

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities:

Must be familiar with Microsoft, Excel, Microsoft Works/Word

Must be able to walk, bend, crouch, stoop, stretch, reach, climb, and lift (50lbs-100lbs)

Must have the ability to follow oral and written instructions

Must have the ability to establish and maintain effective working relationships with all employees, the public and other state and federal agencies

Education: High School Diploma or GED Certificate

Experience: Must have housecleaning or janitorial work experience.

Special Requirements: Must have a valid South Dakota's Driver's License (attach copy). Must be insurable under the Tribal vehicle insurance policy. Incumbent is subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State Background checks in accordance with P.L. 101-6340, P.L. 101-647 and Executive Resolution E-235-97

Revised Date: 07.11.2023

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