

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**TITLE:** SOUTHERN BANDS HEALTH CENTER JANITOR  
**SALARY:** \$10.00/ hour - Part Time (20 hours per week)  
**OPENING DATE:** August 28, 2020  
**CLOSING DATE:** September 7, 2020

**DEFINITION:**

Under the immediate supervision of the Maintenance Supervisor. The Custodian Aide responsible for all janitorial services and ground keeping of the Southern Bands Health Center.

**TYPICAL DUTIES:**

Duties range from daily to annual maintenance per schedule listed below as required in the lease with Indian Health Service. Hours will be from Monday through Friday, 4:00 a.m. - 8:00 p.m. except Holidays observed by Southern Bands Health Center.

**DAILY DUTIES**

**Restrooms** (Public and Staff)

- Floors shall be swept, dry vacuumed, and wet-mopped or scrubbed with a germicidal detergent disinfectant (GDD).
- Water closets, urinals and sinks shall be cleaned and sanitized with GDD. No rust or encrustation shall remain. Traps shall always be maintained free from odor.
- Mirrors, shelving, dispensers, and chromium fixtures shall be wiped with a germicidal solution, and polished.
- All other surfaces shall be spot-cleaned and horizontal surfaces dusted with a GDD.
- Waste receptacles shall be emptied Towel, soap, and toilet dispensers shall be serviced prior to occupant's official starting time. Sanitary napkin receptacles shall be emptied, cleaned, disinfected, and provided with a new paper bag liner daily.
- All trash receptacles in toilet rooms shall be provided with plastic liners.

## **Room Cleaning**

- Office areas, file rooms, libraries, waiting rooms, and the corridor space shall receive the following daily cleaning:
  - Wastebaskets shall be emptied, and the contents removed to the main disposal area.
  - The full floor area, if hard surface, shall be swept daily with a treated dust mop and in addition damp mopped the last workday of the week. Carpeted areas shall be vacuumed daily.
  - Wash basins shall be cleaned and sanitized with a GDD.
  - Surfaces such as table and chairs in the waiting room shall be damp wiped with a GDD.
  - FOLLOWING TO BE PERFORMED BY IHS STAFF: Desktops and counters are the responsibility of employees assigned to that area.
- Special areas such as laboratory, x-ray, x-ray darkroom, pharmacy area, dental clinic, screening, clean-up, treatment, and exam rooms shall receive the following cleaning daily:
  - Wastebaskets shall be emptied, cleaned, and sanitized with a germicidal solution before replacing with new liner bags, and trash removed to main disposal area.
  - Hard surface floors shall be swept daily with a treated dust mop or dry vacuumed and damp-mopped with a GDD.
  - Carpeted floor shall be vacuumed daily, and spot cleaned, as necessary.
  - Wash basins, mirrors and dispensers shall be cleaned and sanitized with a GDD. Chromium fixtures shall be damp wiped with a GDD and polished daily. Spot clean the walls.
  - Towel and soap dispensers shall be serviced.

## **Lobbies and Corridors**

- Hard-surface floors shall be swept with a treated mop or vacuumed and wet-mopped or scrubbed. Resilient floors shall be damp-mopped. Carpeted floors shall be vacuumed, and spot cleaned daily. Mopping shall be done with a GDD. Ash receptacles shall be emptied, washed, and dried. Drinking fountains shall be cleaned and sanitized with a GDD, dried and polished.

## **Outside Entrances**

- Main entrances and secondary entrances shall be swept daily. Entrance way doors shall be cleaned daily to include glass (both sides), door handles, push bars, and kick plates.

## **Loading Platforms**

- Loading dock and platforms shall be policed and swept.

## **Canteen Areas and Waste Storage Area**

- Refuse, trash, and garbage from canteens, snack bars, and vending machine areas shall be collected and removed twice daily if needed (as determined by FD). Cans used for the collection of food remnants shall be washed inside and out daily. A three-year (minimum) dumpster shall be provided on the grounds and the adjacent area shall be policed and swept daily. Regular waste removal (state approved) from the premises shall be provided no less than twice weekly or more often as determined by the FD.

## **WEEKLY SERVICES**

- Dust windowsills and spot clean windows. Spot clean all walls from ceiling to floor.

## **TWICE MONTHLY SERVICES**

- BATHROOMS (public and private)
- The full surface area of wall stall partitions, doors, window frames and sills shall be damp wiped. Toilet floors shall be stripped, waxed with non-slip floor wax, and buffed.

## **MONTHLY SERVICES**

- Hard surface floors and resilient floor shall be damp-mopped and buffed.
- All vents shall be cleaned.

## **QUARTERLY SERVICES (EVERY 90 CALENDAR DAYS)**

### **FLOORS:**

- Hard surface and resilient floors shall be stripped, waxed with non-slip wax and buffed. Baseboards shall be cleaned as well metal door thresholds.

### **ROOMS:**

- Venetian blinds and light fixtures shall be cleaned, and all drapes vacuumed in place.

### **CARPETING:**

- Carpeted areas shall be spin-cleaned or, if more suitable to carpet, dry extraction methods may be used. Spot cleaning will be done daily with carpet cleaning performed more often if needed for high traffic areas per request of FD. Responsible to notify Supervisor or maintenance of any janitorial equipment including vacuum, lawn mowers, etc. Responsible

to notify Supervisor or any other maintenance items required outside of the above schedule for the facility.

**QUALIFICATIONS:**

- Ability to physically perform all of duties listed on schedule of services including operating machines required to perform said service. Ability to maintain confidentiality any information heard or seen in performance of duties. Ability to work congenially with Indian Health Service Staff who occupy space daily. Must have a high school diploma or equivalent

**INDIAN PREFERENCE:**

Preference in filing vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Indian Preference will be given to qualified Elko Band Enrolled Members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

**APPLICATIONS:**

Applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Dr., Elko, NV 89801 or you can download an application at [elkobandcouncil.com](http://elkobandcouncil.com). Any questions regarding job openings or the application process contact Elko Band HR by calling (775) 738-8889.

INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid drivers license and driving record with your application or it will be considered incomplete.