



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
FAX (601) 656-9454

### JOB ANNOUNCEMENT #112324

**JOB TITLE:** Custodian, 1 Position  
**OPENING DATE:** AUGUST 27, 2018 **AUG 27 2018**  
**CLOSING DATE:** SEPTEMBER 05, 2018 OR UNTIL FILLED  
**SALARY:** Grade 5, Tribal Pay Plan  
**TYPE OF EMPLOYMENT:** Regular Full Time  
**EMPLOYMENT CONTRACT:** 210 Days  
**SUPERVISOR:** School Principal  
**JOB LOCATION:** Conehatta Elementary School

#### SCOPE OF SERVICE:

The Custodian is directly responsible to the Custodial Services, Lead. The job consists of routine cleaning and repairs required to make a safe, attractive, comfortable, clean, an efficient place for educational programs to be conducted.

#### DUTIES AND RESPONSIBILITIES

The Custodian shall perform the following tasks:

1. Keep buildings and premises including sidewalks, driveways and play areas neat and clean at all times.
2. Sweeps and dusts classroom, cleaning offices, vacuum carpets, and polish furniture daily.
3. Clean corridors after school each day and during the evening as needed.
4. Sweep, mop, scrub, wax, polish floors and vacuum carpets using the necessary floor machines such as buffing, scrubbers and wet-dry vacuums.
5. Scrub and/or hose down and disinfect toilets and restroom floors daily. Also, replenish paper towels, toilet tissues and hand soaps.
6. Clean and polish all sanitary fixtures and drinking fountains daily.
7. Wash all windows on both inside and outside at least three times each year and more frequently, if necessary. Shampoo carpets twice a year and wash walls as needed.
8. Keep grounds free from rubbish by collecting and disposing of trash. Empty all outside trash bins and replace with new liners.
9. Report major repairs needed to building to the Custodial Services, Lead in a timely manner.
10. Make minor building repairs such as re-tighten door knobs, unclog water in janitor closets and lavatories. Replace light bulbs and fluorescent light tubes.
11. Report immediately to the Custodial Services, Lead any damage to school property such as holes in the hallways, trash dispenser or broken windows, etc.
12. Assume responsibility for the closing of the building each evening and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for security

reasons, are turned off.

13. Keep an inventory of supplies, equipment, and fuel available. Requisition such needed replacements through the Custodial Services, Lead far enough in advance that they may be delivered in a timely manner.
14. Moves furniture or equipment within buildings as required for various activities.
15. Comply with laws and procedures for the storage and disposal of trash, rubbish and waste.
16. Performs minor maintenance on cleaning equipments.
17. Operate school laundry equipment when applicable.
18. Perform all other tasks necessary for a safe, orderly environment conducive to developing an exceptional educational program.

#### **SKILLS AND ABILITIES:**

Have practical knowledge of janitorial techniques and safety regulations. Ability to perform minor maintenance repair on floor machines. The Custodian is responsible for the overall cleanliness of the school complex. Responsible for following safety rules and performing duties with care to prevent damage to equipment and furnishings.

#### **PHYSICAL DEMANDS:**

A normal degree of agility is recognized as required in the operation of floor polishers and other cleaning equipment and in performing other janitorial duties such as keeping the premises looking neat and free from rubbish. This job requires you to be able to lift weighed objects up to 50 pounds and is occasionally required to pick up and move objects with weights of 100 pounds. Must be able to tolerate dusty working conditions.

#### **WORKING CONDITIONS:**

Works inside and outside. Outside work is occasionally scheduled during unseasonable weather conditions. Works occasionally from ladders and scaffolding cleaning of windows, walls, ceiling, and changing of light bulbs or fluorescent light tubes. Subject to irritation from dust and possible injuries from falls.

Required to work long prorated hours. Subject to change work assignment location.

#### **QUALIFICATIONS**

1. High School Diploma or GED Certificate.
2. Be a member of the Mississippi Band of Choctaw Indians.
3. Preference for applicant to possess a valid Mississippi Class B, Endorsement P, Commercial Driver's License, a valid School Bus Driver's Certification issued by the State Department of Education, personal automobile liability insurance and adequate transportation.
4. Have a basic knowledge or desire to learn cleaning methods, materials, and equipments
5. Be able to follow oral and written instructions.
6. Be able to get along with others.
7. Be able to read, write and understand chemical mixing instructions.
8. Good physical conditions with no back problems.
9. Annual health examinations as required by the tribe and the Mississippi Health Department.
10. Complete a criminal background check on county, state, and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
11. Employee in this position is subject to random drug testing.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350