



# Choctaw Housing Authority

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P.O. Box 6088 • Choctaw, Mississippi 39350  
Telephone: (601) 656-6617 • Fax: (601) 656-5246

*Serving Choctaw Communities in Mississippi & Tennessee*

## **JOB ANNOUNCEMENT**

POSITION: Janitor  
OPENING DATE: August 14, 2018  
CLOSING DATE: August 28, 2018  
SALARY: \$10.00/Hr.  
SUPERVISOR: Maintenance Superintendent  
JOB LOCATION: Choctaw Housing Authority, Choctaw, MS

Scope of Service: The janitor will be responsible for the continual care, cleaning and maintenance of the Choctaw Housing Authority office buildings, shop, and parking lots. The janitor will maintain an inventory of necessary cleaning supplies and paper products for restrooms and break rooms, and make requests for replacement stock, as needed.

### DUTIES:

1. Daily clean floors, bathrooms, porches, and sidewalks; removing trash from offices, grounds and parking lots.
2. Vacuum all carpets and mop all tile floors weekly, as needed otherwise.
3. Clean all glass doors and wax all stair rails, window sills, and office furniture monthly, as needed otherwise.
4. All filing cabinets, computer/printer shells, telephones, picture frames and glass, chairs, countertops, wood cabinets, book cases, computer/typing tables, etc. will be cleaned monthly.
5. All shrubs and trees will be pruned or trimmed as needed; and flower/shrub beds will be weeded and mulched at the main office of CHA and some CHA residential subdivisions as needed.
6. Fertilizer will be applied to lawns, shrubs, and flower beds annually at the appropriate time.
7. Parking lots will be hosed down quarterly.
8. All necessary cleaning/maintenance supplies and equipment will be ordered in a timely manner through the Choctaw Housing Authority Procurement Officer.
9. Perform other related duties of the class, or as required by the immediate supervisor.

QUALIFICATIONS:

1. Prior custodial experience is preferred.
2. Must be able to develop and adhere to a schedule within the guidelines established by the job description.
3. Must be motivated, take pride in doing a good job, and be absolutely reliable.
4. Must be able to work with minimum supervision and perform the work without disrupting or interfering with the office staff or CHA customers.
5. Must know the difference between a job well done and a job done sloppily or incompletely, and must be able to see what needs to be done without being told.
6. Must be in good physical health, and able to lift 25 lbs. or more.
7. Possess a valid driver's license and be insurable.
8. Ability to work harmoniously with others.
9. Ability to represent CHA in a professional manner.
10. Ability to pass mandatory drug test at all times.

APPLICATIONS: Applications must be picked up and submitted at Choctaw Housing Authority, 13660 Hwy 16 West, Choctaw, MS 39350.

**NOTE:**           **The Personnel Policy & Procedures of Choctaw Housing Authority, Native American Preference, Section I (A), have been revised and approved, as follows:**

CHOCTAW HOUSING AUTHORITY (CHA) adheres to a publically announced policy and practice of extending preferential treatment to all eligible Native Americans with regard to recruitment, employment, reduction in force, promotion, training, and related employment action to the maximum extent permitted by applicable law. For purposes of this policy, an eligible "Native American" shall be defined and interpreted to be an enrolled Mississippi Band of Choctaw Indians (MBCI) Member first; descendants of members of the MBCI second; and all other Native American Indians enrolled in a federally recognized Tribe third.

Notwithstanding, this Native American preference, CHOCTAW HOUSING AUTHORITY (CHA) will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy with a reasonable period of time at a reasonable cost.