



**CHOCTAW CAREER & TECHNICAL
EDUCATION PROGRAM**

PHONE (601) 650-1745
FAX (601) 650-1703

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6010 / 101 INDUSTRIAL ROAD
CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT #112245

POSITION TITLE: Custodian
SUPERVISOR: Program Director
SALARY RANGE: Grade 4
JOB LOCATION: Manpower Training Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt
OPENING DATE: SEPTEMBER 30, 2020 **SEP 30 2020**
CLOSING DATE: OCTOBER 07, 2020 OR UNTIL FILLED

SCOPE OF SERVICE:

The Career & Technical Education Program's Custodian works to provide the daily routine satisfactory cleaning procedures required for a safe, clean, and presentable environment inside and outside the Manpower training center buildings.

DUTIES AND RESPONSIBILITIES:

1. Assume responsibility for the opening and closing of the Manpower training center building and annex daily and determine before closing, that all doors and windows are secured and all lights except those left on for safety purposes are turned off.
2. Ability to understand and follow verbal and written instructions.
3. Possess working knowledge of the methods, technique, and materials used in custodial work.
4. Sweep, mop, scrub, wax, and buff floors.
5. Vacuum all carpeted offices weekly.
6. Must empty all trash containers and sort recyclable items daily.
7. Wipe down walls, base boards, tables, chairs, and windows.
8. Clean and sanitize restrooms daily and replenish supplies as needed.
9. Clean and sanitize water fountains/coolers, and change out water cooler jugs.
10. Sanitize door knobs, door handles, rails, and automatic door openers.

11. Sanitize and clean all classrooms, labs, offices, and conference rooms.
12. Dust polish desk, furniture, and equipment.
13. Assemble and assist in setting up, or moving desks, furniture, and equipment.
14. Keep an inventory of all janitorial supplies, and equipment.
15. Familiar with operating, caring for, and storing janitorial supplies, and equipment.
16. Pick up trash from outside grounds around the Manpower training center buildings.
17. Must have knowledge in operating outside lawn power and manual equipment.
18. Cut and weed eat grass, trim shrubs, and perform other lawn care duties as required.
19. Comply with procedures for the storage and disposal of trash and waste.
20. Ensure that minor building and equipment repairs are reported and maintained.
21. Perform all other duties as assigned by Program Director.

PHYSICAL DEMANDS:

1. Ability to lift and carry up to 50 pounds and over.
2. Ability to have sufficient stamina to perform physical work for sustained periods.
3. Comfortable squatting, twisting, bending, and kneeling while performing tasks.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Must be 21 years of age or older.
3. Preference for prior similar work experience.
4. Ability to follow oral and simple written instructions.
5. Must be able to carry out assigned duties with limited supervision.
6. Must possess a valid Mississippi Driver's License, reliable personal transportation and liability insurance.
7. Must be authorized to drive a tribal vehicle.
8. Complete a criminal background check on county, state, and national levels. Must not have a record or conviction of any criminal charges, no felony.
9. Subject to random alcohol and drug testing.
10. Must be in good physical condition to be able to perform assigned duties.
11. Must be of good moral character, demonstrate ethical standards, considerate and ability to work well with others.

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 waiver 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, Mississippi 39350