



CHOCTAW GAMING COMMISSION

PHONE: (601)656-6038 / (601)656-6129

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6045
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #112350

POSITION TITLE: Custodian

SUPERVISOR: Choctaw Gaming Commission Chairperson

OPENING DATE: FEBRUARY 16, 2022 FEB 16 2022

CLOSING DATE: MARCH 02, 2022 OR UNTIL FILLED

LOCATION: Choctaw Gaming Commission

TYPE OF EMPLOYMENT: Regular, Full-Time

SCOPE OF WORK:

The Custodian will follow a cleaning schedule for the Choctaw Gaming Commission building and the Commission satellite office at the Golden Moon Casino

RESPONSIBILITIES AND DUTIES:

1. Maintain a schedule of tasks to be performed each week.
2. Clean all offices, dust, vacuum, and remove trash.
3. Clean all bathrooms, including mopping and disinfecting the area. Pour into floor drains, in each bathroom, at least 2 gallons of water.
4. Shampoo/clean all area rugs, carpets as needed.
5. Strip, scrub, wax, and buff all tile floors. Damp mop on hardwood laminate.

6. Sweep and clean all entrances and porches.
7. Sweep and clean the stairwells.
8. Clean kitchenette by removing all refuse, clean disinfect sink and vacuum carpet.
9. Clean windows and glass doors.
10. Pick up and properly dispose of trash.
11. Dust and vacuum the lobby.
12. Keep bathroom supplied with tissue, paper towels, soap, etc.
13. Maintain inventory of cleaning supplies and inform the Secretary when supplies need to be replenished.
14. Keep supplies in the supply closet in an organized fashion.
15. Follow safety practices at all times.
16. Other tasks assigned by the Choctaw Gaming Commissioners.

WORK ENVIRONMENT:

The employee's primary work will be in the Main Office at the Choctaw Gaming Commission. The facility is a well-lighted, well heated and air conditioned building.

QUALIFICATIONS:

1. Must have high school diploma or GED Certificate.
2. Must be willing to commit to work schedule.
3. Must be physically fit to be on one's feet during working hours, lift objects weighing up to 45 pounds, and push/pull bulky carts/mop bucket.

4. Knowledge regarding soft lifting and handling of cleaning materials is preferred.
5. Must be able to communicate in a professional manner.
6. Must have a valid driver's license.
7. Must have liability insurance.

SPECIAL NOTE:

All employee and member of the Choctaw Gaming Commission are subject to the Conflict of Interest Provisions of Ordinance 76, attached hereto.

****NOTE:** The Administrative Personnel Policies & 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 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