Department of Early Childhood Education
Office: (601) 650-1680
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Job Announcement #14-36-21

Position Title:	Janitor
Salary Range:	Grade 4- High School/GED
Supervisor:	Center Director
Type of Employment:	Regular Full Time
Job Location:	Pearl River Day Care Center
Opening Date:	**SEPTEMBER 27, 2016** SEP 27 2016
Closing Date:	**OCTOBER 11, 2016 OR UNTIL FILLED**

SCOPE OF SERVICE:
Keep the Center clean, sanitary, and antiseptic by scouring, scrubbing, mopping, and polishing using germicides, wet dusting, and floor machines.

DUTIES & RESPONSIBILITIES:

DAILY:
1. Clean all glass doors/or windows.
2. Sweep/mop/disinfect all classrooms/staff restrooms.
3. Refill the towel/soap dispensers in all restrooms.
4. Sweep/mop hallway.
5. Check the playgrounds every morning/afternoon.
6. Vacuum the classroom rugs.
7. Check for /clean out cobwebs in/outside of facility.
8. Check for/treat ant beds around facility.
9. Check for/treat wasp nest around facility.
10. Empty all garbage cans/re-line with bag.
11. Spot clean interior doors/walls.
12. Inspect facility for defects/report defects to Center Director.
13. Clean/disinfect all water fountains.
14. Clean the breakroom, sweep/mop/empty trash/wipe countertops/table.
15. Sweep/mop classrooms.
16. Check for trash debris at front entrance (cigarette butts).
17. Check playground and rake mulch each morning.

WEEKLY:

1. Dust all surfaces (above shoulder height).
2. Clean all rugs using the carpet cleaning methods approved by health authority.
3. Mow the yard, trim around the fences and around the play structures.
4. Dispose of all empty boxes left.
5. Clean all waste receptacles (trash cans).
6. Clean all interior/exterior doors.
7. Clean around the building.
8. Rake the mulch on the playground/around shrubs.
9. Give high chairs a thorough cleaning at the end of the week.

MONTHLY:

1. Check smoke detectors.
2. Fire, Tornado, & Earthquake drills.
3. Wax/buff all floors.
4. Clean all windows.
5. Clean all vents/grills.
6. Check all light fixtures and replace bulbs as needed.

YEARLY:

Clean out shed/storage

QUALIFICATIONS:

1. Understand written and oral instructions.
2. Speaks and understand English and Choctaw.
3. One-year janitorial experience preferred.
4. Ability to secure health card.
5. Possesses reliable transportation.
6. Must have high school diploma or GED certificate.
7. Any record of criminal or child abuse charges will result in immediate dismissal.
8. Continued employment will be contingent upon satisfactory child abuse and criminal background check.
9. Must possess a valid Drivers License and Insurance.

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