



ADULT DETENTION CENTER and YOUTH JUSTICE CENTER
125 River Ridge Circle • P.O. Box 6010 • Choctaw, Mississippi 39350 Phone
(601) 663-7903 • Fax (601) 663-7908/7696

JOB ANNOUNCEMENT #112087

JOB TITLE: Custodian – 1 Position
OPENING DATE: JUNE 26, 2023
CLOSING DATE: JULY 10, 2023 OR UNTIL FILLED
SALARY: \$10.00/hourly (minimum)
SUPERVISOR: Maintenance Manager
TYPE OF EMPLOYMENT: Full Time
JOB LOCATION: Smith John Justice Complex – Detention Services

SCOPE OF SERVICE

The Custodian job consists of routine cleaning and repairs required to make a safe, attractive, comfortable, clean, and efficient place for educational program to be conducted.

DUTIES AND RESPONSIBILITIES

The Custodian shall perform the following tasks:

1. Keep the building and premises including sidewalks, and driveways neat and clean at all times.
2. Sweeps and dusts daily.
3. Clean corridors each day and during the evening as needed.
4. Sweep, mop, scrub, and wax floors using the necessary floor machines such as buffing scrubbers and wet-dry vacuums.

5. Scrub and/or hose down and disinfect toilets and toilet floors daily.
6. Clean all sanitary fixtures and drinking fountain daily.
7. Wash all windows on both inside and outside at least three times each year and more frequently, if necessary.
8. Keep grounds free from rubbish.
9. Maintains area grounds in a safe and attractive condition by cutting grass, trimming shrubs, raking grass, edging walks, curbs, planted areas, planting shrubs and performing other lawn care duties as needed.
10. Make minor building repairs.
11. Report major repairs needed to building to the Maintenance Manager
12. Report immediately to the Maintenance Manager any damage to property.
13. Assume responsibility for the closing of the maintenance 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.
14. Keep an inventory of supplies, equipment, and fuel available. Requisition such needed replacements through Maintenance Manager far enough in advance that they may be delivered in timely manner.
15. Comply with laws and procedures for the storage and disposal of trash, rubbish and waste.
16. Wash eating and drinking utensils as required.
17. Operate laundry equipment when applicable
18. Perform all other tasks necessary for a safe and orderly environment.

QUALIFICATIONS:

1. High school diploma or GED certificate.
2. Be a member of the Mississippi Band of Choctaw Indians.
3. Knowledge of custodial procedures and safety regulations.
4. Basic knowledge or desire to learn cleaning methods, materials and equipment.
5. Be able to follow oral and written instructions.
6. Be able to get along with others.
7. Be able to read and write.
8. Good physical conditions with no blank problems. Required to submit results of annual physical examination.
9. 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.
10. 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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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