



DEPARTMENT OF FAMILY AND
COMMUNITY SERVICES

PHONE (601) 650-1778

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #112071

Position Title: Custodian
Position Supervisor: Program Manager, Children and Family Services
Salary: **GRADE 8**
Employment Type: Permanent, Full- time, Non-Exempt
Opening Date: **NOVEMBER 12, 2024** NOV 12 2024
Closing Date: **NOVEMBER 26, 2024 OR UNTIL FILLED**

Scope of Service and Effect:

The duties of the position include all activities required to maintain the areas of the buildings safe, attractive, comfortable, clean, and efficient for the daily operation of the departmental programs.

Duties and Responsibilities:

1. Coordinates and secures inventory controls for supplies, equipment and property belonging to all programs operating under the department.
2. Maintains an inventory of supplies and equipment needed for building and grounds maintenance and notifies appropriate person for major repairs and replacements.
3. Keeps grounds close to and around the buildings free from paper and other debris. This includes the entrance road to the buildings, parking lot, and surrounding woods.
4. Sweeps, mops floors, vacuums, spot cleans and/or shampoos carpeted areas, waxes and buffs floors, handles major cleanups, cleans windows, and keeps all rest room facilities clean and sanitary.
5. Makes minor repairs to the main structure and any building extensions, equipment, and makes any additional repairs as these become necessary.
6. Performs other tasks and duties as assigned by the supervisor.

Qualifications

1. High School Diploma or GED Certificate.
2. Have a basic knowledge or desire to learn cleaning methods, materials, and equipment.
3. Be able to follow oral and written instructions.
4. Complete a criminal background check on county, state, and national levels.
5. Must possess a valid Mississippi driver's license, personal automobile liability insurance and adequate transportation.

Work Environment:

Work will be performed in all department office buildings and outside when needed.

Physical Demand:

This job requires some heavy lifting.

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