



**JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Custodian</b>		
<b>PROGRAM:</b>	Maintenance & Security	<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	Full-time, seasonal
<b>REPORTS TO:</b>	Administrative Director	<b>PAY RANGE:</b>	\$18

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services primarily to Seattle’s American Indian/Alaska Native community, and all people in need.

**Job Summary**

UIATF is currently seeking an energetic and highly motivated individual to join our team as a Custodian. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. The Custodian will be responsible for cleaning and sanitizing offices, meeting space, bathrooms, kitchen and public areas. This position is for the winter season, with the possibility of a more permanent status in 2021.

**Responsibilities**

- Perform general clean up of all areas of the building as directed
- Manage routine upkeep of exterior areas, green space and parking lot
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling daily and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests
- Ensure rooms are maintained and fully equipped
- Troubleshoot issues with HVAC system, lighting and indoor climate control as necessary
- Janitor qualifications and skills

**Requirements**

- 2+ years janitorial experience preferred
- High school diploma/GED required
- Willingness to work occasionally work evenings
- Ability to work well under minimal supervision
- Capacity to take direction and report on progress
- Strong attention to detail
- Physically capable of lifting and moving objects up to 30 pounds as necessary

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

**OPENING DATE: 10/28/2020**  
**CLOSING DATE:** Until Filled

*United Indians of All Tribes Foundation is an  
Equal Opportunity Employer*

**APPLICATIONS FOR EMPLOYMENT** can be obtained at  
[www.unitedindians.org/about/jobs](http://www.unitedindians.org/about/jobs) , please submit with a resume and  
cover letter to [jobs@unitedindians.org](mailto:jobs@unitedindians.org) .

Please contact HR for questions : #206-475-1353,  
[msalanga@unitedindians.org](mailto:msalanga@unitedindians.org)