

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Custodian - Roving (Pool)  
**POSITION NUMBER:** 00160  
**DEPARTMENT:** Custodial  
**LOCATION:** 2640 West Pt Rd Green Bay WI  
**DIVISION:** Development  
**RESPONSIBLE TO:** Custodial Supervisor  
**SALARY:** NE04 \$8.28/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** September 19, 2011  
**CLOSING DATE:** Ongoing Recruitment  
**Transfer Deadline:** September 23, 2011  
**Proposed Start Date:** Applicants will be placed on a pool and will be notified as positions become available.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Perform basic and routine custodial duties at various buildings throughout the Oneida Tribe and work shift hours to include evenings, weekends and holidays as assigned. The applicant may be required to work in the presence of children and/or elderly to accomplish job duties. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform routine custodial duties.
2. Dust furniture and equipment replacing to original setting when finished.
3. Clean bathrooms.
4. Empty refuse containers.
5. Refill various dispensers (soap, tissues, paper, etc.).
6. Clean mirrors.
7. Clean windowsills, windows and window tracks (inside and out).
8. Dust mop and wet mops floors.
9. Vacuum carpets.
10. Assist Maintenance when necessary to arrange and rearrange furniture to include setting up for meetings as directed by Supervisor.
11. Clean and maintain custodial equipment.
12. Assist with spills, messes, and accidents pertaining to sickness.
13. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
14. Contribute to a team effort and accomplishes related results as required.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, reach above shoulder level, push/pull, bend/stoop, squat, climb heights, crouch, kneel, balance and lift/carry up to fifty (50) pounds.
2. Occasionally sit, crawl and lift/carry up to one-hundred (100) pounds with assistance.
3. May use repetitive movement with both hands and feet to operate foot controls and simple/firm grasping.
4. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties. Protective clothing may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Skill in customer/client relation.
2. Ability to be dependable and conscientious, possess initiative, self-motivated and capable of working independently with minimal supervision.
3. Ability to read, understand and follow verbal and written directions.
4. Ability and willingness to perform routine, repetitive tasks on a continual basis.
5. Ability and willingness to work shift hours to include evenings, weekends and holidays as needed/required.
6. Ability to meet strict workday starting times consistently.
7. Ability to be able to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
11. Must pass a pre-employment drug screening. Must adhere to the Tribe=s Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
13. A valid driver=s license, reliable transportation, and insurance. Must obtain a Wisconsin driver=s license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Tribe=s Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

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**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Must be 18 years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**