

ROUND VALLEY INDIAN TRIBES
A Sovereign Nation of Confederated Tribes

TRIBAL COUNCIL OFFICE
77826 COVELO ROAD
COVELO, CALIFORNIA 95428
PHONE: 707-983-6126
FAX: 707-983-6128



LOCATION: ON STATE HWY 162
ONE MILE NORTH OF COVELO
IN ROUND VALLEY
TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

Job Title: Janitor

Department: Round Valley Indian Tribes Child and Family Services Department

Reports to: RVIT Child and Family Services Director

Job Type: Part Time, 4 hours a week

Salary: \$17.50 an hour

Position Summary:

Provide a high-quality cleaning service, adhering to COVID 19 safety guidelines to ensure that the CFSD office is kept in a clean and orderly condition. Due to the type of work done at the office, confidentiality is of the highest importance.

Duties & Responsibilities:

Include but not limited to:

- General cleaning and sanitizing of the CFSD office including the kitchen, bathroom, and stairs.
- Vacuum, sweep and mop floors.
- Cleaning and restocking of bathroom.
- Cleaning out refrigerator, doing dishes, and other kitchen duties.
- Collect and dispose of trash.
- Dust and wipe down all surfaces.
- Perform minor repairs.
- Able to lift up to 25 pounds.
- Able to put together office furniture.
- Complete tasks in a timely manner with minimal supervision.
- Notify supervisor when supplies are running low and of any major repairs needed.
- Ensure doors are locked after hours.
- Other duties requested from supervisor pertaining to job.

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I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all RVIT policies and procedures—personnel, vehicle usage, procurement etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Supervisor Signature

Date

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.