



Lac Courte Oreilles Ojibwe School

Lac Courte Oreilles Ojibwe School Vacancies

CUSTODIAN: (2 POSITIONS): Full-time 12-month positions.

DUTIES AND RESPONSIBILITIES:

- Evening shifts (2:00p.m.– 10:00p.m.) Monday through Friday.
- Report to the Maintenance Foreman for direction of custodial services in the School and;
- Clean and Sanitize restrooms using established practices and procedures and;
- Clean, dust, and wipe furniture, sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers, replace light bulbs and refill restroom dispensers and;
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. and;
- Lock and unlock assigned rooms and secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights and;
- Follow instructions regarding the use of chemicals and supplies and;
- Removal of snow and debris from sidewalks and stairs around the School and;
- Wash accessible interior and exterior windows and;
- Launder cleaning rags and dust mops and;
- Have interpersonal skills, attention to detail, and organization skills and;
- Attend to emergencies when necessary and attend safety meetings and;
- Handle recycling materials and;
- Support and enforce all policies of the Tribe and Federal government, such as OSHA; and
- Perform other related duties as assigned.

QUALIFICATIONS:

- H.S. Diploma or equivalency required.
- Valid Wisconsin Driver's License.
- Background investigation, drug test required.
- Experience working with Native American youth preferred.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American preference in employment.

Please submit a letter of interest, LCO School-Waadookodaading job application forms, resume and credentials to:

Lac Courte Oreilles Ojibwe School
8575 N Trepania Rd.
Hayward, WI. 54843-2191
ATTN: Preston Larson-HR Director

ALL POSITIONS: OPEN UNTIL FILLED

