



**Pride of the Ojibwa**  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

**Janitor**  
**Position Available for 2020-2021 School Year**

**Job Title:** Janitor  
**Open Date:** October 29, 2020  
**Closing Date:** Open Until Filled  
**Reports to:** Charter School Director or as assigned  
**Terms of Employment:** 0.50 FTE 10-month employee  
**Compensation:** \$15/hr

**ESSENTIAL QUALIFICATIONS:**

1. H.S. Diploma or equivalency required.
2. Valid Wisconsin Driver's License.
3. Background investigation, drug test required.
4. Experience working with Native American youth preferred.

**PREFERRED QUALIFICATIONS:**

1. LCO Tribal member preferred as provided in section 7(b) of the Indian Self-Determination and Education Assistance Act.
2. Must be able to pass a background check.
3. Must be able to pass a pre-employment drug screen.

**ESSENTIAL JOB FUNCTIONS:**

1. Evening shifts (3:00p.m.– 7:00p.m.) Monday through Friday.
2. Clean and Sanitize restrooms using established practices and procedures and;
3. Clean, dust, and wipe furniture, sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers, replace light bulbs and refill restroom dispensers
4. 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
5. Follow instructions regarding the use of chemicals and supplies
6. Removal of snow and debris from sidewalks and stairs
7. Have interpersonal skills, attention to detail, and organization skills
8. Attend to emergencies when necessary and attend safety meetings
9. Handle recycling materials
10. Support and enforce all policies of the Tribe and Federal government, such as OSHA;

11. Perform other related duties as assigned.

**APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**Attn: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715)634-4797**

**HR Fax (715)699-1209**

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*Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.*