

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Custodian/Maintenance

PAY RANGE: \$18.39-\$27.57

DEPARTMENT: Tulalip Market 116th/Marine Drive

JOB DESCRIPTION: Responsible for keeping and maintaining both liquor stores in a clean and orderly manner. Assisting with landscape maintenance duties.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Tulalip Market Manager/Supervisor

EMPLOYEE SUPERVISES: None

EDUCATION:

- High school diploma or GED preferred (will allow 6 months from start date to get H.S. Diploma or GED).

SKILLS:

- Must be self-motivated with the ability to work under minimal supervision, while staying on task and keeping regular maintenance schedule
- Ability to perform manual labor including lifting/hanging objects
- Ability to work with a variety of cleaning chemicals and solvents safely as directed
- Good communication skills.

EXPERIENCE:

- Minimum of six (6) months related maintenance experience
- Prior experience working with cleaning chemicals and/or solvents preferred

OTHER REQUIREMENTS:

- Must be 21 years of age or older.
- Possess a valid Washington state driver's license.
- Must have reliable transportation
- Must successfully pass an agility exam (test required).
- Must be able to work evenings, weekends and holidays

- Must have a successful employment history with the Tulalip Tribes and/or other current and/or past employers
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Stamina or ability to stand or walk for prolonged periods of time
- Ability to perform tasks that require bending, kneeling and/or stooping
- Mobility to climb stairs and/or ladders
- Strength and mobility to lift objects weighing a minimum of 50 pounds on a frequent basis.

SPECIFIC JOB PERFORMED:

- Perform custodial tasks in accordance with established procedures
- Scrubs tiled areas such as restrooms and other areas as needed
- Vacuums carpeting in office areas
- Empties waste baskets and disposes of refuse
- Sweeps, mops and sanitizes appropriate areas
- Moves or straightens store displays when needed
- Washes windows as directed
- Dust store front areas, i.e., shelves, bottles, wine racks, etc.
- Change light bulbs
- Maintain humidors, i.e., check water levels
- Hang advertisement posters as needed
- Picks up garbage on the outside of stores when needed
- Help maintain facility equipment and repairs as needed.
- Some light maintenance/repairs inside of stores
- Wipe down, sweep, sanitize break room (includes washing of some dishes)
- Breaks down large quantities of card board boxes and dispose in recycle bin
- Performs other related duties to fulfill the scope of work as outlined or deemed necessary
- Basic Landscaping skills.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.