

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

APPLY ONLINE AT:

www.oneida-nsn.gov



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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Custodial Supervisor - Roving
POSITION NUMBER: 00159
DEPARTMENT: Custodial
LOCATION: Varies
DIVISION: Development
RESPONSIBLE TO: Custodial Manager
SALARY: NE09 \$13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 21, 2016
CLOSING DATE: Until Filled
Transfer Deadline: January 29, 2016
Proposed Start Date: As Soon As Possible

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

This position is a working supervisory position who also directs the work of shift custodial workers. Work flexible hours including, evenings, weekends, and holidays. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Supervise custodial staff to include hiring, orientation, training, scheduling, and evaluation of staff. Develop measurable performance evaluations for assigned staff according to department goals and objectives. For staff shortages, perform the custodian cleaning responsibilities as needed.
2. Inspect assigned building/areas for cleanliness and sanitary standards; report needs for building repairs and equipment maintenance to Custodial Manager.
3. Complete work schedule for designated shifts (regular shifts, weekdays, weekends, and holidays) as a working supervisor position.
4. Work extra shifts to cover staff shortages.
5. Plan, prepare materials, schedules and conduct staff meetings on a weekly basis.
6. Develop, implement and enforce Department Standard Operating Procedures.
7. Recommend employee needs to Custodial Manager.
8. Requisition custodial supplies as needed.
9. Work with Building Administrator in assigned areas to anticipate needs, meet requirements and allocate work forces.
10. Practices excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
11. Contributes to a team effort and accomplishes related results as required.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

Custodial Supervisor - Roving

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DUTIES AND RESPONSIBILITIES: cont.

14. 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 walk, sit, bend/stoop, squat, reach above shoulder level, crouch, push/pull; and lift/carry up to fifty (50) pounds.
2. Occasionally stand, crawl, climb heights, kneel, balance 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. 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 relations.
2. Skill in operating computers and various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to be reliable, dependable, conscientious, possess initiative, and self-motivation with desire to learn.
4. Ability and willingness to perform routine, repeatable tasks on a continual basis.
5. Ability and willingness to work holidays, evenings and weekends as needed.
6. Ability to set and meet priorities, meet strict deadlines and successfully cope with challenging situations and conditions.
7. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity, and maturity.
8. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
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 with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
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 drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Associates Degree in Supervisory Management.
2. National Executive Housekeeper Certification.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; three (3) years of successful documented experience in the use of commercial institutional equipment and cleaning procedures; two (2) years of successful supervisory experience; an equivalent combination of education and experience maybe considered.

ITEMS TO BE SUBMITTED:

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