APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

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

POSITION TITLE:	Custodian **(Pool)**
POSITION NUMBER:	00156
DEPARTMENT:	Custodial
LOCATION:	Various Locations
DIVISION:	Gaming
RESPONSIBLE TO:	Custodial Supervisor
SALARY:	NE05 $10.10/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the posted pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	October 28, 2016
CLOSING DATE:	Ongoing Recruitment
Proposed Start Date:	Applicants will be placed on a pool and will be notified as positions become available.

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

Under direct supervision of the Custodial Supervisor, this position will perform basic and routine custodial duties for the upkeep of the Gaming Division. This position is required to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure exceptional customer service for internal and external customers.
2. Maintain all Gaming Division facilities in an exceptional manner.
3. Dust furniture and equipment.
4. Clean bathrooms.
5. Empty refuse containers.
6. Refill various dispensers (soap, tissue, paper, etc...).
7. Clean mirrors, window sills, windows and window tracks (inside and out.)
8. Dust mop and wet mop floors.
9. Vacuum carpets.
10. Clean and maintain cleaning equipment.
11. Adhere to and enforce all safety rules and regulations.
12. Attend and participate in departmental meetings, training opportunities/seminars relevant to this position.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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 stand, walk, bend, stoop, squat, carry up to twenty (20) pounds, talk and hear.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift up to fifty (50) pounds, and carry up to seventy (70) pounds with assistance.
3. Repetitive movement of both hands and use of protective clothing and/or equipment.
4. Work is performed in a Casino setting with moderate to high noise level and exposure to unpleasant odors, dust, dirt, fumes, chemicals, and cigarette smoke. Situations where safety-toe shoes, safety goggles, or gloves are needed may arise.
5. Work environment is **NOT** smoke, noise, or dust free.
6. 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 using cleaning equipment and supplies.
2. Ability to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis.
3. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
4. Ability to inform and communicate effectively verbally and in writing.
5. Ability to understand and follow verbal and written instruction.
6. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
7. Must be willing and able to obtain additional education and training.
8. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.

PREFERRED QUALIFICATIONS:

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

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. High School Diploma, GED Diploma, or HSED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**