

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



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

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

Phone: (920) 496-7900  
Fax: (920) 496-7490

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Senior Custodian  
**POSITION NUMBER:** 82322  
**DEPARTMENT:** Custodial  
**LOCATION:** 2100 Airport Dr Green Bay WI  
**DIVISION:** Gaming  
**RESPONSIBLE TO:** Custodial Supervisor  
**SALARY:** NE03 \$11.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** August 8, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** August 15, 2018  
**Proposed Start Date:** As Soon As Possible

**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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, routine custodial duties as well as operate machinery that is used for cleaning such as floor waxer, polisher, and extractor, for the upkeep of the Gaming Division various locations. 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 and clean floor tiles.
10. Clean and maintain cleaning equipment.
11. Scrub floors with equipment; restore, buff and maintain floors.
12. Strip and refinish all floors.
13. Shampoo and steam clean carpets and furniture.
14. Wash walls.
15. Travel between various Gaming sites within Gaming Facilities.
16. Adhere to and enforce all safety rules and regulations.
17. Attend and participate in departmental meetings, training opportunities/seminars relevant to this position.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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.

## **JOB DESCRIPTION**

### **Senior Custodian**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, bend, stoop, squat, and carry up to twenty (20) pounds. Repetitive movement of both hands.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift up to fifty (50) lbs and carry up to seventy (70) pounds with assistance.
3. 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.
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. Knowledge of using commercial cleaning equipment and cleaning procedures.
2. Skill in using cleaning equipment and supplies.
3. Ability to inform and communicate effectively verbally and in writing.
4. Ability to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis.
5. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
6. Ability to understand and follow oral and written instruction.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Nation 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 Nation'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. One (1) year of experience in commercial/institutional equipment and cleaning procedures, an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

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