

**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  
Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

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

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Senior Custodian – Roving  
**POSITION NUMBER:** 01781  
**DEPARTMENT:** Custodial  
**LOCATION:** Varies  
**DIVISION:** Development  
**RESPONSIBLE TO:** Custodial Supervisor  
**SALARY:** NE03 \$11.58-16.21/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** July 12, 2017  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** June 19, 2017  
**Proposed Start Date:** As Soon As Possible

**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**

Performs basic and routine custodial duties at various buildings throughout the Oneida Nation and works shift hours to include evenings, weekends and holidays as determined and assigned by the Custodial Supervisor. May be required to work in the presence of privileged information. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Perform routine custodial duties.
2. Dust furniture and equipment.
3. Clean bathrooms.
4. Empties refuse containers.
5. Refill various dispensers (soap, tissues, paper, etc.)
6. Clean mirrors.
7. Clean windowsills, windows, and window tracks (inside and out).
8. Dust and wet mops floors.
9. Vacuum carpets.
10. Arrange and rearrange furniture.
11. Clean and maintain custodial equipment.
12. Scrub floors (using equipment); restore, buff, and maintain floors.
13. Strip and refinish of all floors.
14. Shampoos/steam cleans carpets and furniture.
15. Foam cleans bathroom tile.
16. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
17. Contributes to a team effort and accomplishes related results as required.
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 - Roving**  
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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Continuously stand, walk, reach above shoulder level and push/pull.
2. Frequently bend/stoop, squat, climb heights, crouch, kneel, balance and lift/carry up to fifty (50) pounds.
3. Occasionally sit, crawl and lift/carry up to one-hundred (100) pounds with assistance.
4. May use repetitive movement with both hands and feet to operate foot controls and simple/firm grasping.
5. Work is generally performed in an indoors and outdoors setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties. Protective clothing may be required.
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 customer/client relation.
2. Ability to be dependable and conscientious, possess initiative, self-motivated and capable of working independently with minimal supervision.
3. Ability to read, understand and follow verbal and written directions.
4. Ability and willingness to perform routine, repetitive tasks on a continual basis.
5. Ability and willingness to work shift hours to include evenings, weekends and holidays as needed/required.
6. Ability to meet strict workday starting times consistently.
7. Ability to be able to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
8. Ability to operate commercial/institutional cleaning equipment. **(Must demonstrate ability at time of interview.)**
9. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. 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.
14. 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 Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**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 18 years of age or older.
2. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement; One (1) year experience in commercial/institutional equipment and cleaning procedures; 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.**