

JOB ANNOUNCEMENT

Title: Custodian

Requisition Num.: 011-2024

Open Date: 03/13/2024

Closing Date: Until Filled

Department: Housing, Facilities & Land Use **Classification:** Full-Time/Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Opportunity: The role of Custodian is vital to the efficient functioning of Rincon Tribal Government. This position under the direction of the Housing Manager will be responsible for the cleaning of assigned buildings to maintain the cleanliness and sanitation required to meet the standards of the Rincon Housing, Facilities and Land Use Department and related work as assigned. This position will utilize general custodial equipment and skills within the area of responsibility. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon Band of Luiseño Indians. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Maintain cleanliness and orderliness of assigned areas.
- Perform routine cleaning tasks such as sweeping, mopping, vacuuming, waxing floors, shampooing rugs, and polishing floors.
- Dust and polish furniture, woodwork, fixtures, and equipment.
- Empty and clean waste receptacles and replace liners. Pick up paper and other debris.
- Clean and sanitize restrooms, maintain & replenish supplies in restrooms.
- Clean windows, glass surfaces, and mirrors.
- Lock and unlock doors.
- Clean and maintain equipment and tools used on the job.
- Provide janitorial services to Tribal facilities as scheduled.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Maintain custodial supplies and equipment.
- Coordinate the purchase of cleaning supplies.
- Move and arrange furniture and equipment for meetings or events.
- Perform a variety of routine jobs related to custodial services.
- Attends and participates in required meetings and training.
- The employee may be required to work overtime to complete assignments and/or to cover shifts. Must be able to work a flexible schedule.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and training.
- Perform other related duties as required.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- 1 to 2 years of work experience as Custodian or similar position.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Previous experience in custodial or janitorial work preferred.
- Methods, materials, and equipment used in building, housekeeping, and Custodian work.
- Safe work practices.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Strong attention to detail and time management skills.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and is able to function comfortably in a fast-paced team environment or independently.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
