



MIKMAQ NATON JOBANNOUNCEMENT



TITLE: Janitor

CLASSIFICATION: As Needed/On-Call

IMMEDIATE SUPERVISOR: Head Start Director

WAGE SCALE: \$16 per hour

Summary of Position: The Janitor will be responsible for cleaning and maintaining the Head Start School and office spaces of the Pi'gunji'jg/Little Feathers Head Start Building.

Education: High School Diploma or GED required, or willingness to pursue course work leading to High School Diploma or equivalent.

Experience: One year cleaning experience in a school setting preferred.

Licenses/ Certifications: Valid driver's license.

Working Conditions: Required to do some heavy lifting.

Skills/ Knowledge/ Abilities (SKA) Required: Empty wastebaskets every day or evening; each bathroom sink and toilet in the school will be disinfected/sanitized every day or evening prior to children/staff using facilities; wipe down walls around toilet and sink areas; sanitize doorknobs; soap and paper towel dispensers, and toilet paper are to be checked once daily and to be refilled as necessary; bathroom floors must be cleaned and disinfected/sanitized daily; clean and sanitize sinks; clean/wipe down walls and floors around sinks, sanitize towel and soap dispensers; all windows in the will be cleaned at least twice per month; floors/rugs in classroom areas and dining area to be vacuumed/swept every day or evening; offices should be vacuumed at least once per week; rugs must be shampooed/steam cleaned once or twice per month (more if illness or other type of outbreaks); the dining room and high-traffic areas must be washed daily; all floors in all areas of the school twice per week; woodwork, furniture and fixtures, baseboards and sills will be dusted/cleaned once each week; and other duties as assigned.

The closing date for this position is **May 10, 2024**

Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at www.micmac-nsn.gov or call Beth Diamond at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Beth Diamond
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider