

-----OPEN POSITIONS-----

1. GYM ASSISTANT

SUMMARY: Assists Parks and Recreation Director in public and voluntary recreation programs at the recreation/gym building, indoor center, performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists Parks and Recreation Director in implementing, initiating, coordinating and monitoring of athletic and recreational activities which meets the needs of people of all ages, interest and abilities.
- Oversee and monitor the gym and other recreational activity areas.
- Observe and enforce all rules and regulations of the facility and activity areas.
- Keeps assigned areas, equipment and supplies neat, orderly and clean.
- Assists in supervising facility use during open hours.
- Opens and closes the assigned areas as needed.
- Must be willing to work evenings and/or weekends when requested and/or required.

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

2. INDOOR FACILITY MAINTENANCE CUSTODIAN

SUMMARY: Cleaning and sanitization of Tribal facilities. Other duties assigned by the Facility Maintenance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintenance and Cleaning of Tribal facilities to include: Vacuuming, sweeping, mopping, polish, wash and scrubbing of floors and stairs. Clean and sanitize restrooms including sinks, countertops, microwaves and refrigerators in break rooms. Restock supplies in restrooms, break rooms and common areas. Empty all trash cans and replace liners, clean receptacles as necessary.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to two years related housekeeping or janitorial experience and/or training; or equivalent combination of education and experience. Food Handler's Permit preferred. First Aid, CPR, Blood borne pathogen certifications preferred.

3. Outer Building Maintenance/ Grounds Maintenance Laborer

SUMMARY: Keeps premises of Tribal office buildings maintained, including Wellness Center and Library/Education, Court, Social Services, Environmental and Police Department maintaining and repairing physical structures of the outside of buildings and maintaining grounds by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Paint, perform structural repairs to masonry, concrete, woodwork and furnishings on outside of buildings. Grounds maintenance activities, such as mowing lawns, trimming hedges, removing weeds, raking and disposing of leaves and refuse. Wash windows outside of buildings. Empty outside trash cans and clean ash trays. Pick up litter or trash. Transport trash and waste to disposal area.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); and two to three years related experience and/or training; or equivalent combination of education and experience.

-----GENERAL INFORMATION-----

QUALIFICATIONS: To perform these successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A valid Washington State drivers' license will be preferred for qualified candidates. Hiring process will be subject to SBIT Tribal Preference policy.

COMPENSATION: Each job listed above will be an hourly paid, non-exempt, full time position. Pay for each will be DOE. Medical benefits will be available for full time hours.

TO APPLY: Any interested party is asked to fill out a full SBIT application packet and submit to HR. Please attach any resume if available as well as 3 personal references.

MISC: The above statements are intended to describe the general nature and level of work performed by a person in these positions. They are not to be construed as an exhaustive list of all duties that may be performed in such a position. For complete job descriptions please see HR.