

**ANAV Tribal Health Clinic
9024 Sniktaw Lane
Fort Jones, California 96032**

**JOB DESCRIPTION
Clinic Custodian**

TITLE: Clinic Custodian
REPORTS TO: ANAV Tribal Health Administrator/Director.
LOCATION: ANAV Tribal Health Clinic/Quartz Valley Indian Reservation
SALARY: To be Negotiated
CLASSIFICATION: Full or Part time

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Clinic Custodian is responsible for all routine cleaning and custodial tasks in and around the clinic and parking areas. The Clinic Custodian is required to operate stock, monitor and order all janitorial cleaning supplies. "Standard" daily tasks include: Cleaning all areas of the restrooms, associate break room, all exam rooms, any office area, hallways and sidewalks. Vacuuming and dusting, stripping and buffing floors, empty all trash, clean windows, clearing walkways of snow, and removal of any type of graffiti, will also be required. Keeping the sidewalks and planted areas free from weeds, watering the landscaped areas, and putting all equipment away when done is required. The Clinic Custodian will be supervised by the Health Director and may at times ask you to do duties as deemed necessary per daily business requirements.

MINIMUM QUALIFICATIONS

1. Knowledge of materials, methods, equipment and safety used in custodial work to comply with safe work practices.
2. Ability to understand and follow written and oral instructions.
3. Ability to perform routine operations without close supervision.
4. Reliability, a strong work ethic, and attention to detail, manages time wisely.
5. Ability to work consistently in a professional manner and demonstrates respect for authority.
6. Ability and willingness to maintain absolute confidentiality of sensitive information.
7. Must have a current Driver's License, (or contract with Tribal Manager to obtain one within three (3) months from date of hire).
8. High School Diploma or Equivalent appreciated, but not necessary.
9. Knowledge of working with hazardous materials, blood borne pathogens.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Operating tribal vehicles and equipment.

- Working, walking, standing and bending for long periods of time. . .
- Ability to lift up to 50 lbs.
- Willingness and ability to work in all climatic conditions.
- Ability to adapt to changes in daily priorities per management

Indian Preference:

In accordance with CFR 25, Part 276: In accordance with title VII of the Civil rights act, Section 701 (b) and 703 (i) preference in filling all vacancies will be given to qualified American Indian Candidates.

To apply, submit **application and resume** to: Quartz Valley Indian Reservation (QVIR), 13601 Quartz Valley Rd., Fort Jones, CA, 96032. Applications and information obtained by contacting: Charlene Henry @ 530-468-5907.