

Position: Custodian II (Part-Time)  
Department: Community & Public Services  
Supervisor: SMPC Office Manager  
Supervises: No One  
FLSA Status: Non-Exempt

**Position Summary:**

To provide general housekeeping to the Sac & Fox Nation Tribal Buildings (Shawnee Multipurpose Center).

**Duties and Responsibilities:**

- Vacuum all carpeted areas daily.
- Mop and disinfect all tile floors daily.
- Strip and Wax tile floors when needed.
- Clean and disinfect all toilet bowls, urinals, washbasins, vanity tops and water daily.
- Clean kitchen area daily.
- Scrub wall surfaces as needed to remove unsightly/unsanitary stains.
- Empty trash daily.
- Clean all windows.
- Clean Smoking urns daily that are located in Smoking Areas.
- Restock restrooms with tissues, soap and paper towels daily.
- Performs other housekeeping functions are requested/required by Supervisor.

**Knowledge, Skills, and Abilities:**

- Knowledge of industrial and institutional housekeeping desirable; and, skill in operating cleaning equipment.

**Education and Experience:**

- Incumbent must be able to operate equipment necessary to perform job duties.
- High School Education/GED desirable.
- Incumbent must be able to perform duties without supervision.

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Employee's Signature

Date

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Supervisor's Signature

Date