



Job Position: Gym Maintenance/Transportation Worker	Status: Full-time/Non-Exempt
Division: Tunica-Biloxi Social Services	Salary: \$20,000
Posting Date: February 17, 2020	Closing Date: March 3, 2020

Job Description

Summary

This person will be responsible for the care and cleaning of the Tunica-Biloxi Gymnasium as well as provide transportation to tribal elders and tribal members without transportation options.

Duties and Responsibilities:

- Cleaning designated building areas.
- Performing and documenting routine inspection and maintenance activities.
- Submit supply orders to the Social Service Coordinator.
- Attend Department of Social Services Staffing meetings.
- Notify supervisor of needs for repairs.
- Stock and maintain necessary building supplies.
- Carrying out heavy cleaning tasks and special projects.
- Assist with implementation of tribal Social Service events.
- Provide transportation for tribal elders and tribal members without transportation to medical appointments, grocery shopping, medicine pickup, etc.
- Complete all other duties as assigned by Social Service Director.

Qualifications:

- Must be aware and strictly abide by the Code of Confidentiality.
- Must be able to work well under minimal supervision.
- Must have a valid Driver's license and a good driving record.
- Must be able to travel when assigned.
- Must be able to pass a criminal background check.

Education and Experience:

- High School diploma or GED required
- 2+ Years of janitorial experience

Supervisory Responsibilities:

This job has no supervisory responsibilities.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time and be able to lift at least a minimum of 30 pounds.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.



