**JOB ANNOUNCEMENT**

**Post Date: 02/25/21**

TANF Maintenance/Janitorial

**Closing Date: Open Until Filled**

DEPARTMENT: TANF Program

CLASSIFICATION: Non-Exempt

SALARY RANGE: $15.00 per hour

SCHEDULE: Monday – Friday, Part time, 20 hours per week

REPORT TO: TANF Director

**LOCATION:** 24065 Riffe Rd, Covelo, CA 95428

**GENERAL RESPONSIBILITIES:**

Applicant will maintain the grounds of the TANF administrative offices, will include mowing, trimming, landscaping and routine outside maintenance work. Will be responsible for minor repairs of plumbing utilities and water components and provide maintenance. Such maintenance and repairs shall include but not be limited to window replacement, building decoration (inside and outside) both temporary and permanent, lighting fixture replacements. Applicant will maintain grounds-keeping machinery such as lawn mowers, weed eaters and other power tool, and shall be responsible for vehicle preventative maintenance for tribal fleet vehicles. Must perform inside sanitation engineering duties as assigned such as stripping and waxing floors and heavy cleaning of carpets. Must order and receive supplies through procurement protocols, to include trash bags, paper products, cleaning products and other related materials. Will perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Applicant must be able to work independently. Have a general knowledge of sanitation and safety standards and be 18 years or older. Must follow instruction to complete work duties.

Applicant will need to submit a copy of their High School Diploma or GED equivalent.

Must pass a drug test screening, background check and possess a California Driver’s License.