



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

AUGUST 21, 2012

#8612

### VACANCY ANNOUNCEMENT

DEPARTMENT

CRIT HEAD START

POSITION:

Janitor/Janitress/Maintenance

SUPERVISOR BY:

Transportation/Maintenance Specialist

SALARY:

\$ 10.00 hour

HOURS:

Monday through Thursday- 7:00 A. M. to 11:00 A.M. &  
2:00 P.M. - 6:00 P.M.

Friday- 7:00 A. M. to 4:00 PM. And Flexible hours

CLOSING DATE: SEPTEMBER 10, 2012

### GENERAL RESPONSIBILITIES:

1. Under the direct supervision of the Transportation/Maintenance Specialist of the Head Start Program.
2. The incumbent will be responsible for providing daily janitorial services for the Head Start Program.
3. The incumbent will perform a variety of cleaning tasks which require light physical effort and involves the use of hand or light weight power cleaning equipment.
4. Submit monthly report to Supervisor.

### EXAMPLES OF DUTIES:

1. Provides a daily maintenance report to immediate supervisor, such as broken windows, lights needing to be replaced, water leaks, clogging any defects in property and equipments keeps stock of cleaning materials and equipment needed to perform job responsibility.

2. Responsible for cleaning all classrooms which will include vacuuming, sweeping and mopping on a daily basis empties trash containers. Clean and disinfect commodes/urinals stalls, toilet tissue, cleans mirrors, sinks and water fountains. Dust window sills and blinds, cleans inside and outside windows.
3. Cleans all administrative offices, lounge area, parent room and meeting room.
4. Performs ground maintenance duties such as mowing, watering and weeding lawns, trimming trees and any other such tasks necessary for a safe and healthy environment for children, parent, staff and visitors.
5. Helps set up facilities for Head Start activities such as promotion day, meetings, etc.
6. Performs minor repairs of Head Start playground equipment and other play equipment.
7. Other duties as directed.

**QUALIFICATIONS:**

1. High School diploma or GED
2. Must be current with all required immunizations.
3. Ability to communicate effectively in English.
4. Must provide a pre-employment drug test.
5. Annual physical exam and TB skin test.
6. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
7. Maintain a current and valid driver's license and reliable transportation.
8. Able to pass a criminal background check as required by tribal, local and federal law.
9. Maintain punctual and dependable work attendance.
10. Must have a valid CRIT Food Handler's Card and must remain current.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**Or**

**For Employment Application visit: <http://www.crit-nsn.gov>**

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