



*Pride of the Ojibwa*

*13394 W Trepania Road  
Hayward • Wisconsin • 54843  
PHONE (715) 634-8934 • FAX (715) 634-4797*

**\*\*JOB OPENING\*\***  
**Custodian/Maintenance**

**Position:** Maintenance (Full-time)  
**Location:** Tribal Administration Building  
**Supervisor:** Facilities Director  
**Salary:** Negotiable

**Summary:**

The Custodian/Maintenance employee is responsible for the general maintenance of the building and grounds, and will keep them in a safe and presentable condition. The Custodian/Maintenance employee will consult with the Executive Director prior to arranging for outside services as they become necessary to keep the building and grounds in good repair. The custodian/maintenance employee reports directly to the Executive Director.

**Qualifications:**

1. Must be at least 18 years of age.
2. Must have a High School Diploma or equivalent.
3. Ability to work under supervision.
4. Able to keep and maintain accurate records and able to complete forms in an accurate manner.
5. Basic knowledge of common household repairs and simple gardening techniques.
6. Attend and participate in all trainings when relevant to your position.

**Responsibilities:**

1. Maintain floors and keel walls, doors, windows, furnishings, and fixtures clean, dust free safe, operable, and presentable.
2. Sanitize toilets and wash basins, make certain toilet tissue, paper towels, and soap dispensers are adequately supplied daily.
3. Keep entrances, walk, steps, and so forth swept and free of debris, snow, ice, and other obstructions.
4. Maintain electrical fixtures, performing minor repairs as needed.

5. Change light fixtures.
6. Keep grounds neat and attractive at all times.
7. Keep the kitchen in a safe and sanitary condition.
8. Assist in setting up and putting away equipment.
9. Miscellaneous other tasks as designated by the Executive Director.

**Application Procedure:**

Submit complete LCO Employment Application, three (3) personal references, and any supportive documents. A preliminary background check shall be conducted upon receipt of the LCO Employment Application.

**Mail information to:**

Lac Courte Oreilles Tribal Government  
Attn: Human Resources Department  
13394 W Trepania Road  
Hayward, WI 54843  
Telephone: (715)634-8934  
Human Resources Dept. Fax: (715)699-1209

*Preference will extend to Tribal Members, second to Non-Tribal Members with dependents who are Tribal Members, third to other American Indians and fourth to Non-Native Americans who meet the minimum qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on "INDIAN PREFERENCE".*