

## Employment Opportunity

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8802 27th Ave NE, Tulalip, WA 98271  
Office: 360-716-5030

**JOB TITLE:** Custodian/Maintenance

**PAY RANGE:** \$18.47

**DEPARTMENT:** Tulalip Liquor/Smoke Shop.

**JOB DESCRIPTION:** Responsible for keeping and maintaining the liquor store in a clean and orderly manner. Assisting with landscape maintenance duties.

**TO APPLY:** Please visit

<https://www.quilcedavillage.org/Government/Departments/HumanResources/Employment> or contact TTFC HR at 360-716-5030. For existing employees, you may complete the web form application located on the self service portal at <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Tulalip Liquor Store Manager/Supervisor

**EMPLOYEE SUPERVISES:** None

**EDUCATION:**

- High school diploma or GED preferred (will allow 6 months form start date to get H.S. Diploma or GED).

**SKILLS:**

- Must be self-motivated with the ability to work under minimal supervision, while staying on task and keeping regular maintenance schedule.
- Ability to perform manual labor including lifting/hanging objects
- Ability to work with a variety of cleaning chemicals and solvents safely as directed
- Good communication skills.

**EXPERIENCE:**

- Minimum of six (6) months related maintenance experience
- Prior experience working with cleaning chemicals and/or solvents preferred

**OTHER REQUIREMENTS:**

- Must be 21 years of age or older.
- Must have reliable transportation

- Must be able to work evenings, weekends and holidays
- Must have a successful employment history with the Tulalip Tribes and/or other current and/or past employers
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Stamina or ability to stand or walk for prolonged periods of time
- Ability to perform tasks that require bending, kneeling and/or stooping
- Mobility to climb stairs and/or ladders
- Strength and mobility to lift objects weighing a minimum of 50 pounds on a frequent basis.

#### SPECIFIC JOB PERFORMED:

- Perform custodial tasks in accordance with established procedures
- Scrubs tiled areas such as restrooms and other areas as needed
- Vacuums carpeting in office areas
- Empties waste baskets and disposes of use
- Sweeps, mops and sanitizes appropriate areas
- Moves or straightens store displays when needed
- Washes windows as directed
- Dust store front areas, i.e., shelves, bottles, wine racks, etc.
- Change light bulbs
- Maintain humidors, i.e., check water levels
- Hang advertisement posters as needed
- Picks up garbage on the outside of stores when needed
- Help maintain facility equipment and repairs as needed.
- Some light maintenance/repairs inside of stores
- Wipe down, sweep, sanitize break room (includes washing of some dishes)
- Breaks down large quantities of card board boxes and dispose in recycle bin
- Performs other related duties to fulfill the scope of work as outlined or deemed necessary
- Basic Landscaping skills.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications

and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.