SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	**October 28, 2026**
CLOSING DATE OF ANNOUNCEMENT:	**November 6, 2026**
POSITION TITLE:	**Custodian**
SUPERVISES:	**No**
STARTING SALARY:	**$21.50**
GRADE:	**6**
FLSA STATUS:	**Non-Exempt**
NUMBER OF POSITIONS:	**1**
STATUS:	**Permanent**
HOURS:	**Full Time (3:30 pm – 12:00 am Night Shift)**
BENEFITS:	**Highly competitive package **That will be prorated for hours worked***
SUBJECT TO P.L. 101-630:	**No**

GENERAL STATEMENT OF RESPONSIBILITIES:

Under general supervision, performs a wide variety of custodial duties and related work as required.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Empties and lines waste receptables and disposes of trash daily. On a weekly basis, cleans waste receptacles. Empties and lines Bio-hazard waste receptables and disposes of trash in Bio-hazard storage containers.
- Cleans and disinfects all restrooms, sinks, toilets, and urinals daily.
- Disinfects and cleans light switches, fixtures, kitchen appliances, walls, floors, countertops, lunchroom tables, doors and work surfaces of marks, dust, and grime daily. Cleans walls, ventilation covers, sills, baseboards, windows, and blinds weekly.
- Spot cleans floors and carpets as needed. Shampoos carpets and waxes floors quarterly.
- Fill all paper towels, toilet tissue, and liquid soap dispensers daily.
- Cleans and disinfects waiting room furniture daily.

- Respond to staff phone calls to assist with the services needed and/or health and safety.
- Observes safe working practices, including maintaining storage areas in safe working condition.
- Reports all safety or fire hazards immediately. Obtains necessary work orders for repairs.
- Will respond to work orders based upon the priority status designated on the work order. Will advise the supervisor if the work order cannot be completed in a timely manner.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

A. Ability to understand and follow written and oral instructions.

B. The ability to complete assignments without immediate supervision.

C. Ability to establish and maintain effective working relationships with co-workers.

D. Knowledge of proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.

E. Knowledge of safety practices and equipment related to custodial work.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. One (1) year of experience in janitorial or custodial work or equivalent related experience.
7. Must be physically able to perform heavy labor and maneuver equipment weighing up to forty (40) pounds.
8. Must be willing to work the night shift.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computers, printers, or record boxes. Occasionally lift heavy objects (over 50 pounds). The job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratories, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1st Preference:	Enrolled member of a Federally Recognized Tribe.
2nd Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference:	All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its part-time employees a prorated benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.
Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.