

POSITION DESCRIPTION
Big Valley Band of Pomo Indians

JOB TITLE: EPA Housekeeper/Groundskeeper

POSTED: 2/22/24-2/29/24. Salary DOE. Part time permanent.

POSITION SUMMARY:

The EPA Housekeeper/Groundskeeper will work up to 20 hours per week in the Big Valley Environmental Protection Department (BVR EPA) under the supervision of the Tribal Environmental Director. This position is responsible for maintaining the EPA building, storage sheds and general landscaping at 770 Soda Bay.

The EPA Housekeeper/Groundskeeper will have the following responsibilities:

- EPA Building:
 - Sweeping and mopping floors, kitchen, offices, bathrooms
 - Cleaning bathrooms, closets and other indoor storage areas
 - Cleaning windows (indoor/outdoor), blinds and cobwebs
- Storage Sheds:
 - Sweeping, cobweb removal and organizing as needed
- General Landscaping:
 - Keeping driveways and parking areas clear of debris, weeds and trash
 - Weedeat, mow and rake designated areas as needed
 - Remove compost from EPA building to compost pile, turning compost monthly and sifting compost quarterly

POSITION REQUIREMENTS:

- Must have prior successful cleaning, organizing and outdoor work
- Valid California Driver's License.
- Must be able to pick up supplies, work with purchase orders and receipts
- Ability to work independently or as part of a team.
- Willing to submit to and pass drug tests.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Please submit application to Sarah Ryan, Environmental Director at Big Valley Rancheria. Email: sryan@big-valley.net or drop off at Tribal office to EPA mailbox.

Position has a 90-day probationary period and is an at-will employee. Some fringe benefits, pro-rated by part-time.