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| **Position Title** | Maintenance Staff/Custodian |
| **Reports to** | Executive Director |
| **Location** | Denver Indian Center, Inc. 4407 Morrison Road Denver, CO 80217 |
| **DICI Mission** | To empower our American Indian youth, elders, families, and community by promoting self-determination and economic, mental, and physical health through education, advocacy, and cultural enrichment. |
| **Position Summary** | Oversee the general maintenance and improvement of DICI facilities and equipment. |
| **Supervisory Role** | None |
| **Salary** | 1099 Per Offer Letter and Paid on an Hourly Basis. |

**Responsibilities**:

1. Assists in Day-to-Day custodial needs based on DICI’s needs for the day.
2. Performs various duties such as vacuuming, and maintaining entrances, restrooms, hallways, and various rooms and offices throughout the facility.
3. Reports items that need repair.
4. Performs sidewalk/exterior clean-up.
5. Water garden beds.
6. Perform Snow Removal.
7. Disposes of trash.
8. May set up furniture for special events.
9. Performs preventative maintenance as needed.
10. Create a nurturing and safe environment by reporting suspicious activity that may lead to child/elder abuse or may violate the code of conduct.
11. Keep supplies organized, maintain, and clean the facility, and care for equipment.
12. Assists in closing and opening of the facility.
13. Must have the ability to use equipment and chemicals in a prescribed manner, including the ability to read labels, SDS information sheets, and instructions.
14. Other Duties as assigned by supervisor.

**Educational Requirements:**

1. Must be at least 18 years old.
2. Must pass a pre-employment criminal background check.
3. Six months or more of related experience is preferred.
4. Must be able to read.
5. The ability to communicate and get along with people of diverse backgrounds is required.
6. CPR/AED and First Aid certificate preferred.

**Experience, Knowledge, and Skills:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
3. The work is performed both indoors and out,
4. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

Note: *DICI employees are held accountable for all duties in this position. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

**Instructions:** Submit your cover letter and resume to [hiring@denverindiancenter.org](mailto:hiring@denverindiancenter.org) with the subject line “Maintenance Staff/Custodian”

**Position Announcement Date:** 0 2024

**Position Application Deadline:** This position will remain open until filled.

**Employee Signature:**

I hereby certify that I have reviewed the position description and agree to perform the responsibilities described therein. I understand the DICI may make modifications, additions or deletions to this position description at any time.

Employee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date Received by HR for file |  |