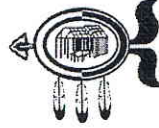


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Housekeeping

DEPARTMENT: Maintenance

STATUS: 1 Full-Time

DEADLINE: September 16, 2011, by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) candidate for Housekeeping. Successful candidates shall be responsible for maintaining all tribal buildings, grounds, and vehicles. Essential duties and responsibilities: maintenance of buildings, cleaning vehicles, performing general cleaning and preservation to include but not limited to sweeping, mopping, waxing, polishing floors, washing windows and walls, vacuuming and spot cleaning carpets, emptying and cleaning waste receptacles, cleaning and maintaining supplies of restrooms, maintaining custodial supplies and equipment, assist with cattails (cutting, sewing, etc.), notifying the Maintenance Director of any concern for major repairs, and performing other duties as assigned.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent with two (2) years work related experience preferred.
- (2) **Skills:** Must have safe work habits, the ability to work independently. Must be able to lift heavy objects.
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete an OSBI background investigation if needed. English language is necessary and Kickapoo language is a plus. Ability to maintain a **HIGH** level of confidentiality.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
PO BOX 70
McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.