



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Building Porter</u>	OPENING DATE:	<u>May 25, 2022</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Facilities</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Facilities Director</u>

HIRING PREFERENCE POSITION CATEGORY:	A
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SUMMARY:

Under the supervision of the Facilities Director, the Building Porter assists in daily meeting set-ups, janitorial duties, moving office furniture, and non-skilled maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform custodial tasks – to include, but not limited to; clean building floors, gather and empty trash, dust furniture, walls, machines or equipment.
- Assist in moving office equipment and furniture as needed.
- Conference room and Meeting room area preparation and clean up.
- Pickup supplies for events or activities.
- Perform Non-Skilled maintenance tasks.
- Assist maintaining inventory of janitorial supplies.
- Assist with upkeep of tables and chairs.
- Carpet/Tile Cleaning.
- Product deliveries to other departments.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- A minimum of one to two years' experience in related field preferred.
- Good knowledge of building operations and support.
- Must have good attention to detail, good project coordination and the ability to execute projects systematically.
- Good organizational skills.
- Must have the ability to communicate effectively, both verbal and written.
- Must be a team player, have a great attitude and excellent interpersonal skills.
- Valid driver's license required.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Ability and willingness to work evenings, weekends, and holidays as needed.
- This position is subject to the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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