

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-249 **Issue Date:** 11-02-17 **Closing Date:** 11-16-17

Toppenish Community Center Caretaker

Facility Management

Tribal Administration

Hourly: NA (Caretaker home provided in-lieu of wages) Full-Time

This agreement made between the undersigned and the Yakama Nation Facility Management Program defines the responsibilities that the tenants agree to comply with the occupancy of the Toppenish Community Center home. The Caretaker must understand the importance of maintaining the Community Center in a presentable manner at all times because of the unexpected request for use at any time.

The maintenance of the Community Center will include the following:

- Keeping the floors clean by sweeping, vacuuming, wet mopping, and periodically applying a coat of wax to extend the life of the floor. The product to be used on the wood floor will be provided to the caretaker. When the facility is to be used for other purposes other than basketball, the floor covering will be put down to protect the hardwood floor against scratches or other damage that may be caused from tables and chairs.
- Washing down the interior walls in all areas, should be done every six months, and when there are areas that have been marked up should be cleaned right away.
- Washing the windows on the interior and exterior of the building should be done in the spring and fall, the Operations Program can assist with the task if and when needed.
- Maintaining the restrooms and showers at all times and ensuring that all areas are sanitized to protect the health of the public. The area around the toilets needs to be washed down at least once a week, and the faucets need to be sanitized on a regular basis to protect against the spread of bacteria. The interior of each restroom needs to be washed down at least once a year or more often if needed.
- The caretaker will be responsible for any minor plumbing problems that may occur within the building, such as leaking faucets, plugged toilets or drains, or a broken pipe under the sinks.
- The caretaker will be responsible for the maintenance of the lighting fixtures inside and outside of the facility that can be reached by them by the use of 8' foot ladder. Any fixture higher than 8' feet will be maintained by Facility Management.
- The caretaker is responsible for the grounds surrounding the Community Center and the caretaker home, and will keep the area free of garbage and weeds. The Operations Department of Facility Management can provide assistance and equipment with the weed abate if and when necessary.
- The couple selected for this position will be required to pass a drug test, and will be subject to random testing thereafter.
- In exchange for the services provided by the tenants in the maintenance and minor repair of the Community Center, the caretaker home is provided as rent free. The fair market rental value of the caretaker home is estimated at \$800.00 a month.
- The caretaker home has been completely renovated throughout. It is for all intents and purposes a new home. New windows, new doors, new flooring, new appliances, new heating and cooling system, and more insulation added to the attic to make the home more energy efficient.
- The caretaker is responsible for paying the electrical bill each month for the home and must call PP&L and have the power company bill you directly.