

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

[www.glifwc.org](http://www.glifwc.org)

## • MEMBER TRIBES •

### MICHIGAN

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

### WISCONSIN

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band



| VACANCY ANNOUNCEMENT  |  |
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| <b>POSITION:</b> Custodian  | <b>LOCATION:</b> Odanah, Wisconsin           |
| <b>SALARY:</b> \$37,272 - \$42,754, Depending on Qualifications, Education & Experience   | <b>EMPLOYMENT TYPE:</b> Permanent, Full-time |
| <b>Note:</b> Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Visit <a href="https://glifwc.org">https://glifwc.org</a> for current benefit information. |  |

**CLOSING DATE:** April 24, 2026

**JOB SUMMARY:** GLIFWC is seeking a Custodian to support the cleanliness, safety, and overall upkeep of its facilities. This position is primarily responsible for custodial and basic maintenance functions and works independently to ensure a clean, functional, and organized work environment across two nearby buildings. The role may also provide occasional support for office operations and events.

### RESPONSIBILITIES:

- Perform routine cleaning and sanitation of offices, restrooms, break rooms, and common areas.
- Sweep, mop, vacuum, dust, and manage trash and recycling removal.
- Monitor and restock inventory of cleaning supplies and paper products.
- Identify and report maintenance or safety concerns.
- Perform minor maintenance tasks such as:
  - Changing light bulbs and air filters
  - Assembling and moving furniture
  - Hanging fixtures (e.g., whiteboards, shelving)
  - Replacing small hardware (e.g., handles, door stops)
- Assist with setup and breakdown for meetings, trainings, and internal events.
- Support seasonal and large-scale cleanup efforts, including removal of surplus furniture, equipment, and materials.
- Perform occasional errands or supply runs as needed.
- Perform other duties as assigned in support of facility and organizational needs.

**The responsibilities listed above are not exhaustive and may evolve based on organizational needs.**

## **QUALIFICATIONS:**

- High school diploma or equivalent preferred.
- Prior custodial or facilities experience required.
- Basic familiarity with cleaning products, safety procedures, and standard tools.
- Valid driver's license preferred.
- Ability to work independently and manage responsibilities across multiple locations.
- Dependable, flexible, and detail-oriented.
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## **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

- Ability to lift and carry up to 50 pounds.
- Frequent standing, walking, bending, and repetitive physical tasks.
- Regular handling of cleaning chemicals and exposure to typical custodial environments.
- Work performed across two nearby buildings.

**Native American preference will be applied in accordance with GLIFWC's Indian Preference policy and the Federal Indian Self-Determination and Education Assistance Act (Public Law 93-638).**

## **APPLICATION PROCEDURE**

Submit:

- ✓ A completed GLIFWC employment application (available at <https://glifwc.org>),
- ✓ A letter of interest, and
- ✓ A resume with at least three professional references

Ensure your resume clearly highlights experiences and skills that align with this announcement to enhance your candidacy.

Send application materials to:

Ashley Poch, Human Resources Director  
Great Lakes Indian Fish & Wildlife Commission  
P.O. Box 9, 72682 Maple Street  
Odanah, WI 54861

Email: [hr@glifwc.org](mailto:hr@glifwc.org)