



San Pasqual Economic Development Corporation

Position Vacancy

Position Title: Horizon Fuel Center Maintenance Custodian in Valley Center	Posting Date: 8/25/2021
Position Reports to: Shift Supervisor	Employment Category: Full-Time/Part-Time
Department: Horizon Fuel Center	Internal Closing Date: Open until filled

Position Summary: The **San Pasqual Economic Development Corporation** is looking for experienced Maintenance Custodians for multiple work shifts at the Horizon Fuel Center. Responsible for maintaining the fuel center in a clean and orderly manner and are able to work in a fast-paced environment.

Principal Duties and Responsibilities:

- Performs routine custodial duties at the fuel center; sweep, vacuum, scrub and mop floors
- Operates custodial and grounds maintenance equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washer
- Removes paper and other debris and empty waste receptacles
- Cleans and disinfects restroom facilities including sinks, toilets and urinals, fills dispensers with soap, toilet paper and other items; cleans mirrors, walls, light fixtures and windows; unclogs drains and toilets
- Cleans and disinfects service islands and fuel pumps
- Performs a variety of routine general maintenance and repairs to building, fixtures, walls, floors, fuel pumps, furniture as assigned; replaces screws, light bulbs and tubes; refers major maintenance and repair needs to appropriate personnel
- Dispenses propane while observing all industry safety standards
- Performs immediate clean up of all fuel and liquid spills; must follow all OSHA and Federal guidelines concerning fuel spills
- Locks and unlocks doors as appropriate; maintains security of assign areas
- Monitors inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies
- Reports safety, sanitary and fire hazards to appropriate personnel
- Maintains routine records related to assigned activities
- Maintains the Horizon Fuel Center brand image by ensuring the consistent delivery of a clean and functional fuel center

Education, Experience, Qualifications and Skills:

- High school diploma or equivalent experience required
- Valid CA driver's license
- Must possess a Propane certification
- Ability to communicate in English is required; Spanish comprehension is helpful
- Must have access to adequate transportation to and from job site
- Must be available and willing to work a variety of days/times including weekends, evenings, holidays and overtime

The San Pasqual Band of Mission Indians are of the Kumeyaay people, is a community of 1,500 residents near Valley Center. Indigenous to Southern California, the Kumeyaay-Ipai Band returned to settle in what is now San Diego and Imperial counties.

The San Pasqual Economic Development Corporation (SPEDC) operates the Native Oaks Golf Club along with seeking other economic development opportunities to build sustainable self-sufficiency.

SPEDC offers a competitive benefits package.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time. Selected candidate must pass pre-employment background investigation and drug/alcohol screen. Preference will be given to qualified Native Americans under the San Pasqual Tribal Employment Rights Office Ordinance (T.E.R.O.).

Individuals who are interested in consideration for the above position should email their resume to SPEDCCareers@sanpasqualedc.com or submit resume to PO Box 10, Valley Center, CA 92082.