

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

CLEANING PERSON

On-Call, Non-Exempt positions
(Fill-in at various departments)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of valid, unrestricted Driver's License, if applicable
- Copy of High School Diploma, GED, or High School Certificate of Completion
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: April 25, 2018

Closing Date: OPEN CONTINUOUS

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

4/25/18
CEO APPROVAL DATE

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POSITION DESCRIPTION

POSITION:

CLEANING PERSON

On-Call, Non-Exempt position

LOCATION:

KBIC Public Works Department (various locations)
Baraga, Michigan

SUPERVISORY CONTROL:

Cleaning Supervisor

SALARY:

Grade 3 (minimum starting wage = \$9.80/hr)

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below.
- Must be able to lift up to 50 pounds unassisted.
- A valid, unrestricted driver's license and be insurable to operate fleet vehicles, is preferred but not required.
- Must be trained, or attend training within a set timeframe, on the Indian Health Service (IHS) cleaning standards.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and a Pre-Employment Physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Sweeps, mops, scrubs and vacuums hallways, stairs, and office spaces.
2. Empties all trash containers in offices.
3. Performs routine, light manual work in cleaning offices, hall and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.
4. Cleans and disinfects restrooms, toilets and sinks.
5. Replenishes cleaning supplies and paper products in restrooms and other facilities as necessary.
6. Dusts and cleans walls, doors, windows, woodwork and furniture.
7. Must be knowledgeable of and clean according to the Indian Health Service (IHS) cleaning standards. Will be required to attend trainings as directed by the supervisor.
8. Performs other job related duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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