

KEWEENAW BAY INDIAN COMMUNITY

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

2015 TRIBAL COUNCIL

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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

CLEANING PERSON

1 full-time, Non-Exempt position

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 Michigan Driver License
- Copy of High School Diploma, GED, or High School Certificate of Completion
- 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
- If you are a KBIC member working towards obtaining your GED, you must provide verification

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

Distribution Date: January 13, 2016

Closing Date: January 28, 2016 at 4:00 pm

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POSITION ANNOUNCEMENT

POSITION:

CLEANING PERSON

One (1) full-time, Non-Exempt position

LOCATION:

Niiwin Akeaa Community Center
Baraga, Michigan

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SALARY:

Grade 3 (minimum starting wage \$9.80/hour)

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. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be able to lift up to 50 pounds unassisted.
- Must be willing to work flexible hours, which will include evenings and weekends.
- Possess a valid, unrestricted Michigan driver license; a good driving record, reliable vehicle, and vehicle insurance, and be insurable to operate fleet vehicles.
- 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 bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

Responsible for cleaning and maintaining the Niiwin Akeaa Community Center (including, but not limited to: Fitness Center, Youth Programs area, gymnasium, offices, kitchen, and commons area), Ojibwa Community College and the Pre-Primary Education Center.

Sweeps, mops, scrubs and vacuums hallways, stairs, and office spaces.

Empties all trash containers in offices.

Performs routine, light manual work in cleaning offices, hall and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.

Cleans and disinfects restrooms, toilets and sinks.

Cleans and disinfects fitness equipment and tanning equipment.

Advises supervisor when cleaning supplies and paper products for restrooms and other facilities need replenishing.

Re-stocks cleaning supplies and paper products upon delivery.

Dusts and cleans walls, doors, windows, woodwork and furniture.

Performs light grounds keeping.

Prepares and cleans facility before and after events.

Attends trainings as designated by supervisor.

Performs other job related duties as required 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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