

# KEWEENAW BAY INDIAN COMMUNITY

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

## 2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President  
RODNEY LOONSFOOT, Vice President  
SUSAN J. LAFERNIER, Secretary  
ELIZABETH "LIZ" JULIO, Assistant Secretary  
THEODORE "AUSTIN" AYRES, Treasurer

ROBERT "R.D." CURTIS, JR.  
EVERETT EKDAHL, JR.  
SUE ELLEN ELMBLAD  
DALE F. GOODREAU  
HOPE E. LARAMORE  
SAM LOONSFOOT  
TONI J. MINTON

## CLEANING PERSON

(One (1) part-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 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](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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## **POSITION DESCRIPTION**

### **POSITION:**

### **CLEANING PERSON**

Part-time, Non-Exempt position

### **LOCATION:**

Health & Human Services  
Baraga, Michigan

### **SUPERVISORY CONTROL:**

Assistant Health Administrator

### **SALARY:**

Grade 3 (minimum starting wage = \$15.00/hr)

### **REQUIRED 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 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).

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**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. 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.*

**Distribution Date:** June 17, 2024

**Closing Date:** July 2, 2024 at 4:00 pm

TERO approved: Debra Picciano Date: 6.17.2024  
Reviewed for barriers only!