

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

LEAD CLEANING PERSON

(One (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 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 direct descent
- 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

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:

LEAD CLEANING PERSON

Full-time, Non-Exempt position

LOCATION:

Health & Human Services
Baraga, Michigan

SUPERVISORY CONTROL:

Assistant Health Administrator

SALARY:

Grade 5 (minimum starting wage = \$17.43/hr)

SUMMARY:

The Lead Cleaning Person is responsible for overseeing and performing daily cleaning and sanitizing tasks to maintain a safe, healthy, and welcoming environment across KBIC Health Systems facilities. This position provides guidance to the cleaning team, ensures cleaning standards are met, monitors supply inventory, and supports infection control practices. The Lead works closely with supervisors and health staff to prioritize tasks, coordinate schedules, and respond to facility needs in a timely and efficient manner.

REQUIRED QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
- Must have at least 3 years of full-time cleaning experience in a healthcare setting.
- Must be certified by the International Janitorial Cleaning Association within 6 months of hire date at a minimum, for the Bloodborne Pathogen and Biohazard Cleaning Certifications.
- Advanced training in clinic/health care specialty cleaning.
- Thorough knowledge of principles, methods, and techniques necessary to perform clinical cleaning services.
- Follows all health and safety standards.
- Ability to maintain confidentiality regarding all matters as it relates to the patients.
- Must be CPR/First aid certified or become certified within 6 months of hire.
- Must be able to lift up to 50 pounds unassisted.
- Must be insurable to operate fleet vehicles.

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- Must be familiar with OSHA standards on cleaning and disinfecting guidelines.
- Must be willing to attend training.
- 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. Responsible for ordering, maintaining stock, and maintaining all cleaning supplies.
2. Responsible for ensuring all KBIC Health System properties are clean and sanitized.
3. Assists with the policies and practices required to ensure a clean, safe, and sanitized work area for all health staff.
4. Will be required to complete and maintain records of Material Safety Data Sheets (MSDS).
5. Arrange and schedule for quarterly carpet cleaning services and window cleaning services.
6. Cleaning and sanitizing of all exam rooms.
7. Cleaning and sanitizing of all bathrooms.
8. Ensure all soap and toilet paper receptacles are filled.
9. Cleaning of all interior glass windows and doors.
10. Emptying and replacing all liners for all trash and recycling receptacles.
11. Dust and spot clean all furniture daily.
12. Vacuuming and spot-cleaning all carpeted areas and mats.
13. Mop and clean all hard surface flooring with disinfectant.
14. Cleaning and dusting of all horizontal and metal surfaces

15. Maintaining debris-free entrances.
16. Wiping down of all break room appliances daily.
17. Clean or dust walls, wall ledges, doors, door frames, switch plates, and baseboards.
18. Clean and dust wall hangings and window ledges.
19. Clean all entryway grates.
20. Ensures all doors are properly secured and all lights are turned off at the end of the shift before exiting the building.
21. Performs other job-related duties as assigned by the 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: May 9, 2025

Closing Date: May 23, 2025 at 4:00pm

TERO approved: _____

Debra Picciano 5/9/2025

Reviewed for barriers only!