

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

CUSTODIAN

(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
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ Copy of valid Michigan Driver's License
- ☐ 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. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on 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 ANNOUNCEMENT

POSITION:

CUSTODIAN

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

LOCATION:

Niiwin Akeaa Community Center
111 Beartown Road; Baraga, Michigan

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SALARY:

Grade 4 (minimum starting wage \$16.47)

REQUIRED QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 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).
- One (1) year of general maintenance experience.
- Working knowledge of all building equipment, tools, materials, and supplies used in a commercial building setting.
- Able to perform work independently in a safe and orderly fashion.
- Ability to walk, stand, or bend for long periods of time.
- Must be able to communicate verbally and in writing.
- Must have a valid, unrestricted Michigan driver's license, own your own vehicle, carry your own insurance, and be insurable to operate fleet vehicles.
- Must be in good physical condition to perform duties necessary for the position.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

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- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and 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 discharge (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Ensure that the facility is safe and clean at all times.
2. Surfaces are to be cleaned and disinfected
3. Dusts and mops floors and restroom areas.
4. Cleans and sanitizes all sinks and toilet basins
5. Ensures paper and soap dispensers are stocked and functional.
6. Spot cleans and vacuums all carpeted areas.
7. Sweeps, mops, scrubs, and vacuums hallways, and office spaces.
8. Replace interior lights, as needed.
9. Schedules and performs filter changes, and all other maintenance tasks as assigned.
10. Move furniture and prepare office space for new employees.
11. Monitors janitorial supply inventory, to notify the director of facility needs
12. Maintains janitorial equipment and storage areas in a clean and organized fashion.
13. Completes daily cleaning & disinfecting checklist.
14. Unclog sinks, toilets, and drains using a plunger or other plumbing equipment
15. Painting: does plaster or drywall patching, painting, and touch-up paint as needed and directed by the supervisor.
16. Groundskeeping: Cuts grass close to the building and trims edging as needed. Maintains all lawnmowers and power driver equipment. Waters plants, and shrubs. Shovels and salts entryway during the winter months.
17. Works with the maintenance department to ensure all reported maintenance problems are repaired as soon as possible.
18. Replaces, assembles or repairs furniture.
19. Tacks or glues down torn or loose carpet.
20. Maintains all vacuums, scrubbers, and polishers
21. Plans for major repairs/room renovations to be done during slow times.

22. Orders all maintenance parts, supplies, and equipment and keeps frequently used items in stock with manager approval.
23. Keeps material safety data sheets up to date.
24. Wash windows
25. Run errands
26. Pick up deliveries
27. Repair trim
28. Hang pictures, curtains, etc.
29. Move desks and file cabinets
30. Sweep sidewalks, and roofs, clear cobwebs, etc.
31. Shovel and rake as needed
32. Keep records of work
33. May be required to assist with oversight of program participants as required.
34. Will be required to work nights and weekends during large events held at the center.
35. Other 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 30, 2026

Closing Date: July 15, 2026 at 4:00pm

TERO Approved: Debra Piccinini Date: 6/29/24
Reviewed for barriers only!