

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.

CLEANING PERSON

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 Driver's License
- ☐ 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 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 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 DESCRIPTION

POSITION:

CLEANING PERSON

Full-time, Non-Exempt position

LOCATION:

KBIC Public Works Department
Baraga, Michigan

SUPERVISORY CONTROL:

Cleaning Supervisor

SALARY:

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

REQUIRED QUALIFICATIONS:

- Must have a 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).
- Must be able to lift up to 50 pounds unassisted.
- Knowledge of standard custodial methods, materials, equipment, and cleaning chemicals.
- Ability to follow written and verbal instructions.
- Ability to work independently with minimal supervision and prioritize assigned tasks.
- Ability to maintain a professional, dependable, and customer-service-oriented demeanor.
- Ability to perform the physical requirements of the position, including standing, walking, bending, lifting, pushing, pulling, and carrying equipment and supplies throughout the workday.
- Possess a valid, unrestricted driver's license 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.

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- 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. Perform routine cleaning and maintenance of assigned buildings, including sweeping, mopping, scrubbing, and vacuuming hallways, stairwells, offices, and other common areas.
3. Empty trash and recycling receptacles in offices and designated areas, ensuring proper disposal of waste.
4. Clean and maintain offices, hallways, restrooms, and other facility spaces using standard custodial equipment and cleaning products, including floor sweepers, buffers/polishers, vacuum cleaners, dusting tools, and floor care products.
5. Clean, sanitize, and disinfect restrooms, including toilets, urinals, sinks, mirrors, fixtures, and related surfaces to maintain a safe and hygienic environment.
6. Monitor inventory and replenish restroom and facility supplies, including soap, paper towels, toilet tissue, and other cleaning materials as needed.
7. Dust and clean walls, doors, windows, woodwork, furniture, and other interior surfaces to maintain a clean and professional appearance throughout the facility.
8. Report maintenance issues, safety hazards, or supply shortages to the supervisor in a timely manner.
9. Follow established safety procedures and properly use custodial equipment, chemicals, and personal protective equipment (PPE).
10. Perform other custodial and 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: August 6, 2026

Closing Date: August 21, 2026 at 4:00 pm

TERO Approval: _____

*Reviewed for barriers

Date: _____

01/06/2026