

KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

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

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

CLEANING SUPERVISOR

(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
- Current, valid, unrestricted Michigan Driver's License
- Driving Record Check Form
- Qualification sheet
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- Three (3) letters of recommendation
- 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
906-353-6623, ext. 4140
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 ANNOUNCEMENT

POSITION:

CLEANING SUPERVISOR

One (1) full-time, non-exempt position 40 hours/week

LOCATION:

Public Works Department
Ojibwa Industrial Park, Baraga, Michigan

SUPERVISORY CONTROL:

Public Works Director

SALARY:

Grade 6 (Minimum starting wage \$15.40)

REQUIRED QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must be able to lift to 50 pounds unassisted.
- Valid, unrestricted Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance. Further, must be insurable to drive fleet vehicles.
- Previous experience working in a cleaning job/department.
- Must have at least one (1) year of supervisory experience, supervising a minimum of 5 employees
- Experience with inventory, ordering, and storage of cleaning products.
- Must have good communication skills.
- Must have knowledge of The Hazard Communication Standard (HCS) formerly MSDSs or Material Safety Data Sheets.
- Previous experience working with cleaning equipment.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Sexual assault

Molestation

Exploitation

Contact with or prostitution

Crimes against persons

Offenses committed against children

Child abuse or neglect

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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.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

JOB SUMMARY

Supervises the cleaning duties and activities of the Public Works Cleaning Crews, including but not limited to time and attendance, crew assignments, disciplinary procedures, ordering, inventory, product storage, and reporting problems to the Public Works Director. Upon completion of office, duties must work alongside the cleaning crew to ensure quality control.

DUTIES AND RESPONSIBILITIES:

- Establishes standards and procedures for the work of the Cleaning staff.
- Plans work schedules to ensure adequate service.
- Responsible for the supervision of the Public Works Cleaning crews.
- Inspects and evaluates the physical condition of the establishment(s).
- Submits recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space to Public Works Director.
- Periodically inventories necessary supplies and equipment.
- Enter supplies into MircoMain.
- Prepares purchase requests for supplies and submit for payment.
- Investigates new and improved cleaning instruments and methods.
- In conjunction with the Public Works Director, arranges for and ensures training is provided for subordinates in the areas of hazardous materials, lifting, and safety. Training can be arranged through IHS and the Special Projects/Safety Coordinator.

In addition, the Cleaning Supervisor will participate in the typical Cleaning Person duties such as:

- 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.
- Replenishes cleaning supplies and paper products in restrooms and other facilities as necessary.
- Dust and clean walls, doors, windows, woodwork, and furniture.
- Light grounds keeping.
- Assists in preparing and cleaning facilities before and after events.
- 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.

Distribution Date: February 2, 2022

Closing Date: Open until filled

TERO Approval: Debra Picciano
Reviewed for barriers only!
Date: 2/2/2022

QUALIFICATION SHEET

Name: _____

Date: _____

- Do you possess a High School Diploma or GED? _____
- Are you able to lift to 50 pounds unassisted? _____
- Do you have a valid, unrestricted Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance? _____
- Do you have previous experience working in a cleaning job/department? _____
- Do you have at least one (1) year supervisory experience, supervising a minimum of 5 employees? _____
- Do you have experience with inventory, ordering, and storage of cleaning products?

- Do you have good communication skills? _____
- What is your knowledge of The Hazard Communication Standard (HCS) formerly MSDSs or Material Safety Data Sheets? _____
- What experience do you have working with or using cleaning equipment? _____

- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Molestation

Contact with or prostitution

Offenses committed against children

Sexual assault

Exploitation

Crimes against persons

Child abuse or neglect

Offenses committed against children Child abuse or neglect

Do any of these violations apply to you? _____

- Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing, and a Pre-Employment Physical. Do have a problem submitting to these requirements? _____
- Are you able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy? _____

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: _____
Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

Driver's license number: _____

Date of Birth: ____/____/____

Signature _____

Or

I do not have a valid license as of Date: ____/____/____

Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

Copy of license

Copy of personal vehicle insurance coverage