

# KEWEENAW BAY INDIAN COMMUNITY

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

2022 TRIBAL COUNCIL

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

## 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
- 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)

**The 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 Pre-Primary Education Program  
Baraga, Michigan

### **SUPERVISORY CONTROL:**

Pre-Primary Education Director/Assistant

### **SALARY:**

Grade 3 (minimum starting wage = \$12.00/hr.)

### **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.
- Must be able to lift to 50 pounds unassisted, climb ladders, shovel snow from door ways.
- Must be trained, or attend training within a set timeframe, on the Indian Health Service (IHS) cleaning standards.
- 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 bad conduct or dishonorable discharges (need DD214).

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## **DUTIES AND RESPONSIBILITIES:**

1. Sweep, mop, scrub, and vacuum hallways, classrooms, and kitchen areas.
2. Haul garbage to outside dumpsters.
3. Performs routine, light manual work in classrooms and lounges, hall, and restrooms using equipment such as floor sweepers, shampooer, 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. Orders supplies as needed.
7. Perform daily, weekly, monthly and yearly cleaning schedule.
8. Organize storage rooms and sheds.
9. Assist with lawn care, may include moving items and clearing lawn debris from child play areas.
10. Disinfect and sanitize center twice a day.
11. Disinfect and sanitize equipment and toys as needed.
12. Clean, sanitize, and wash vehicles as needed.
13. Dust and cleans walls, doors, windows, woodwork, and furniture.
14. May be required to assist cleaning staff at Niiwin Akeaa Community Center.
15. 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 26, 2022

**Closing Date:** June 9, 2022, at 4:00 p.m. or until filled

TERO Approval: <u>Debra A. Piccini</u> Date: <u>5/26/2022</u> Reviewed for Barriers Only!
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