

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 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 descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 Ext. 4140 & 4176
Fax: 906-353-8068
Email: 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 Public Works Department
Baraga, Michigan

SUPERVISORY CONTROL:

Cleaning Supervisor

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.
- Must be at least 21 years of age, possess a valid, unrestricted driver's license, and be insurable to operate fleet vehicles. Must sign KBIC Driving Record check form.
- 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. Sweeps, mops, scrubs, and vacuums hallways, stairs, and office spaces.
2. Empties all trash containers in offices.
3. Performs routine, light manual work in cleaning offices, hall, and restrooms using equipment such as floor sweepers, 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. Dust and cleans walls, doors, windows, woodwork, and furniture.
7. Must be knowledgeable of and clean according to the Indian Health Service (IHS) cleaning standards. Will be required to attend training as directed by the supervisor.
8. 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: March 7, 2022

Closing Date: March 21, 2022, at 4:00 p.m. or until filled

TERO Approval: <i>Deborah Peterson</i> Date: <i>3/7/2022</i> Reviewed for Barriers Only!
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