



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Clinic Housekeeper (1 Part Time)**
SUPERVISOR: Maintenance Manager
LOCATION: Peter Christensen Health Center
POST DATE: **June 29, 2026**
CLOSING DATE: **July 13, 2026**

General Description: The primary responsibility of this position is to keep the clinic and accompanying buildings clean, safe, and sanitary for patients, staff, visitors, and clients that are served at PCHC. This position is an integral part of the clinic contributing to the well-being and overall comfort and individuals in the clinic and in bound by confidentiality guidelines as any other PCHC employee as that person may come in contact with data regarding patients or other confidential material.

Qualifications: High School Diploma or equivalent is preferred. Training in Clinic/Health care specialty cleaning is preferred.

Salary: \$15.00-\$18.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Clinic Housekeeper

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Maintenance Manager

D. DESCRIPTION OF DUTIES: The Clinic Housekeeper for the Peter Christensen Health Center and accompanying buildings is an integral part of keeping the clinic clean, safe, and sanitary for patients, staff, visitors, and clients that are served. This person is bound by confidentiality guidelines, as they may come in contact with data regarding patients or other confidential material. General guidelines for cleaning and maintenance of the clinic may change as needed. Specific responsibilities include but are not limited to:

1. Maintain daily general cleaning guidelines such as, but not limited to, emptying waste, replacing waste liners, sweep/mop floors, vacuuming, wet mopping, spot cleaning, refill hand towel receptacles, clean door handles, clean windows, clean and sanitize drinking fountains.
2. Cleaning patient rooms: clean and sanitize patient rooms, including disinfecting surfaces, and restocking supplies such as exam table paper, and clean mirrors, cabinet doors, and walls.
3. Disposal of medical waste: properly dispose of biohazardous materials, such as used needles, in accordance with policy guidelines and regulations.
4. Public areas maintenance: clean and maintain common areas of clinic, including waiting rooms, hallways, and restrooms, ensuring they are tidy and free from hazards.
5. Maintain bathroom cleaning duties such as, but not limited to, cleaning toilets, sinks, fixtures, dispensers and floors, refilling paper, and how supplies, spot clean partitions and wall fixtures, clean mirrors.
6. Maintain cleanliness of other departments including but not limited to cleaning floors, emptying waste receptacles and dust counters as needed.
7. Maintain weekly cleaning guidelines such as but not limited to, dusting desks, office furniture, counters, file cabinets, telephones, ledges, window ledges, moldings, etc. Cleaning under exam tables, cleaning inside and outside of waste receptacles, cleaning walls and doors as needed.
8. Infection control follow infection control protocols to prevent the spread of infections, including thorough cleaning and disinfection of high touch surfaces.
9. Laundry services (as applicable), collect and wash linens, towels, and other textiles, such as exam room curtains, ensuring they are clean and well maintained.
10. Restocking supplies: monitor and replenish cleaning supplies and toiletries in designated areas as needed.

11. Reporting maintenance issues: report any maintenance issues or safety hazards to the appropriate department for prompt resolution.
12. Adherence to safety standards: comply with all safety and health regulations, including the use of personal protective equipment (PPE) and safe handling of cleaning chemicals.
13. Team collaboration: collaborate with other housekeeping staff and clinic personnel to ensure a coordinated and efficient approach to cleanliness and hygiene.
14. Emergency response: assist during emergencies, such as spills or accidents, by promptly cleaning and disinfecting affected areas.
15. Ability to maintain the strictest confidentiality regarding all matters relating to patients in accordance with HIPAA.
16. Work towards achieving implementation of AAAHC certifications and conducts appropriate follow up.
17. Assists in reviewing, modifying, and developing department policy and procedures that govern the operations of the Environmental Services Department.
18. Completes annual trainings and all other trainings as assigned.
19. Performs related and additional duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily interaction with clinic employees.
2. **External:** Some interaction with outside vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Lead Housekeeper or designated Lead on site; and Maintenance Manager

H. EDUCATION: High School Diploma or equivalent is preferred.

I. EXPERIENCE: Training in Clinic/Health care specialty cleaning is preferred.

J. SKILLS:

1. Thorough knowledge of principles, methods, and techniques necessary to perform clinical cleaning services.
2. Ability to maintain confidentiality regarding all matters relating to patients.
3. Familiarity with various cleaning methods, equipment, and chemicals used in healthcare environments.
4. A keen eye for detail to ensure cleanliness and hygiene standards are met.
5. Dependable and punctual, with a commitment to meeting work schedules.
6. A willingness to work collaboratively with colleagues and other clinic staff.
7. Ability to adapt to changing priorities and handle emergency cleaning situations as they arise.
8. Good verbal communication skills to interact with patients' visitors and staff in a professional and courteous manner.

