



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Maintenance/Janitor (1 Part Time-29 Hours/week)
SUPERVISOR: Facility Manager
LOCATION: Various
POST DATE: January 4, 2022
CLOSING DATE: January 18, 2022

General Description: The primary responsibility of this position is to keep the building in a clean and orderly condition. Perform cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and waste removal. Duties may include routine maintenance activities, notifying the manager of need for repairs.

Qualifications: High School Diploma or equivalent required. Knowledge and experience in janitorial procedures and maintenance activities preferred.

Salary: \$13.00-\$15.00/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: Maintenance/Janitor (Part Time)

B. DEPARTMENT: Maintenance

C. SUPERVISOR'S TITLE: Janitorial/Housekeeping Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to keep the building in clean and orderly condition. Perform cleaning duties and routine maintenance duties. Specific position responsibilities include, but are not limited to the following:

1. Empty waste containers and changes liners.
2. Move office furniture and at times will do some painting of offices.
3. Provide daily and periodic special cleaning of floors, depending on surface-tile or carpet.
4. Thoroughly clean bathrooms, refill towel dispensers and replace soap.
5. Wipe doors, doorknobs, chairs and other surfaces.
6. Wash windows and glass doors as needed.
7. Dust tables, cabinets, windowsills, etc. as needed.
8. Disinfecting of offices and common areas using various equipment and supplies.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with employees.
2. **External:** Occasional contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Janitorial/Housekeeping Supervisor

H. EDUCATION: High School Diploma or equivalent required.

I. EXPERIENCE: Knowledge and experience in janitorial procedures.

J. SKILLS:

1. Must be able to lift 50-70 pounds.
2. Must have an established work record.
3. Ability to work independently.
4. Must be able to work a variable work schedule.
5. Valid Wisconsin Driver's license is preferred.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** This individual will work primarily in an office setting.
2. **Exposure to Hazards:** Chemical cleaners and power equipment.
3. **Physical Requirements:** This position required standing, walking, bending. Must be able to lift 50-60 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Maintenance/Janitor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	Date	Manager	Date
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<u>Previously signed</u>		<u>Previously signed</u>	
Tribal Administrator	Date	Human Resource Director	Date