



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT
GRANT FUNDED UNTIL
DECEMBER 31, 2021**

JOB TITLE: Janitor / Housekeeping Supervisor
SUPERVISOR: Tribal Facility Manager
LOCATION: Various
POST DATE: May 4, 2021
CLOSING DATE: May 18, 2021

General Description: The primary responsibility of this position is to keep the building in a clean and orderly condition. Perform/supervise the janitorial/housekeeping cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, waste removal. Duties may include routine maintenance activities, notifying the Facility Manager of need for repairs, ordering of supplies and equipment as well as employee related matters.

Qualifications: High School diploma or equivalent. Knowledge and experience in janitorial procedures.

Salary: \$17.00-\$20.00

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and 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: Janitor / Housekeeping Supervisor (1 Full Time)

B. DEPARTMENT: Maintenance

C. SUPERVISOR'S TITLE: Tribal Facility Manager

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

1. Empty waste containers and change 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 and toilet paper dispensers and replace hand soap cartridges.
5. Wipe doors, doorknobs, chairs and other surfaces on a daily basis and as available.
6. Wash windows and glass doors, as needed.
7. Wipe down tables, cabinets, windowsills, etc on a daily basis.
8. Perform other related duties as assigned.
9. Disinfecting of offices and common areas using various equipment and supplies.

E. POSITION RELATIONSHIPS:

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

F. SUPERVISORY RESPONSIBILITIES: Janitorial/Housekeeping staff

G. SUPERVISION RECEIVED: Tribal Facility Manager

H. EDUCATION: High School Diploma or equivalent

I. EXPERIENCE: Knowledge and experience in janitorial procedures. Supervisory experience. Monitoring and managing of supply inventory.

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. Ability to communicate clearly and thoroughly.
6. Must have a valid Wisconsin driver's license.

