



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Wellness Center Housekeeper
SUPERVISOR: PCHC Lead Housekeeper/Maintenance Supervisor
LOCATION: Wellness Center
POST DATE: January 9, 2019
CLOSING DATE: January 23, 2019

General Description: The primary responsibility of this position is to keep the clinic in acceptable appearance and safe for patients, staff, and clients. This position is bound by the same strict confidentiality guidelines as any other PCHC employee as that person may come in contact with data regarding patients or other confidential materials. This position will assist the Lead Housekeeper to meet the daily, monthly, and periodic cleaning regime for the Wellness center and other areas.

Qualifications. High School Diploma or Equivalent is required.

Salary: \$10.00-\$13.00 per hour/ Dependent upon 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 obtained through the Lac du Flambeau Tribe's online 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: Wellness Center Housekeeper

B. DEPARTMENT: Wellness Center

C. SUPERVISOR'S TITLE: PCHC Lead Housekeeper/Maintenance Supervisor

D. DESCRIPTION OF DUTIES: This position for the Wellness Center is an integral part of keeping the clinic in acceptable appearance and safe for patients, staff and clients. The Housekeeper will be responsible for the cleaning of the Community Health Department offices and kitchen; Aging and Long Term Administrative Offices and Elderly nutrition Site (includes kitchen and dining rooms) and Recreation room; Fitness Center, workout rooms, locker rooms/showers, hallways and common areas; all restrooms and other areas as assigned.

Daily General Cleaning Guidelines –

1. Cleaning & sanitization of all exam rooms and offices
2. Cleaning & sanitization of all bathrooms/showers/locker rooms
3. All soap and toilet paper receptacles are filled
4. Spot cleaning of all interior glass windows & doors
5. Emptying & replacing all liners for all trash and recycling receptacles
6. Dust/spot cleaning all furniture
7. Vacuuming and spot clean all carpeted areas and mats
8. Mopping of all hard surface flooring with disinfectant
9. Cleaning & dusting of all horizontal and metal surfaces
10. Sanitizing all door handles, handrails, and metal door plates
11. Maintaining debris-free entrances
12. Wiping down of all break room appliances
13. Securing all doors and turning off all lights before leaving the building for the night
14. All other cleaning duties as assigned by supervisor(s)

Monthly/Periodic Cleaning Guidelines – as applicable:

1. Clean or dust walls, wall ledges, doors, door frames, switch plates, and baseboards
2. Clean and dust wall hangings and window ledges
3. Clean all entryway grates
4. All other cleaning duties as assigned by supervisor

Other Cleaning Guidelines – as applicable:

1. All other periodic cleaning duties as assigned by supervisor

Other duties –

1. All other duties as assigned by supervisor

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: PCHC Lead Supervisor/Maintenance Supervisor

H. EDUCATION: High school Diploma or equivalent

I. EXPERIENCE: Advanced training in Clinic/HealthCare specialty cleaning is desirable.

J. SKILLS: Through knowledge of principles, methods, and techniques necessary to perform clinical cleaning services. Ability to maintain confidentiality regarding all matters relating to patients.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work will primarily be done in the Wellness center
2. **Exposure to Hazards:** Chemical cleaning supplies, potential exposure to communicable disease and blood borne pathogens.
3. **Physical Requirements:** Ability to lift, bend, walk, and stand.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Employee Benefit Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, consultants, providers 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 will be subject to disciplinary action.

M. OTHER: 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:

Tribal Administrator

Date

Health Director

Date

HR Director

Date

Employee

Date