

KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

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. LOONSFOT, JR.
RODNEY LOONSFOT

CLEANING PERSON

On-Call, 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
(See qualifications for driving privileges during employment).
- 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
Personnel Department
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

On-Call, Non-Exempt position

LOCATION:

KBIC Public Works Department
Baraga, Michigan

SUPERVISORY CONTROL:

Cleaning Supervisor

SALARY:

Grade 3 (minimum starting wage = \$15.00/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 18 years of age but not permitted to drive during work hours. Must be 21 years of age, possess a valid drivers license, be insurable to operate KBIC 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: October 21, 2022

Closing Date: Open Continuous

TERO Approval: Debrah P. Curran
Date: 10/21/2022
Reviewed for Barriers Only!

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age**.

Name: _____
 Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

Driver's license number: _____

Date of Birth: ____/____/____

Signature _____

Or

I do not have a valid license as of Date: ____/____/____

Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

 Copy of license

Copy of personal vehicle insurance coverage