



The Three Affiliated Tribes **Job Description**

HOUSEKEEPER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Facilities Director DEPARTMENT: Maintenance SALARY: \$19-\$22/Hr CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: Heritage Place PLM OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Responsible for performing the daily cleaning of all resident rooms, offices, bathrooms, hallways, meeting rooms, waxing floors, vacuum and shampoo carpets and cleaning windows inside and outside. Under the supervision of the Facilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Thoroughly cleans all assigned designated areas, hallways, meeting rooms, offices in an efficient manner, replaces paper towels, toilet paper and ensures that all bathrooms have supplies
2. Cleans all mirrors, washes windows, cleans air vents, changes fixtures, washes walls as needed
3. Paints upon request and waxes floors, vacuums and shampoos carpets as needed
4. Moves office furniture for the programs upon request
5. Checks all finished offices, rooms, and bathrooms for cleanliness
6. Maintains the supply room, reports when inventory is low
7. Maintains daily log on all activities and duties
8. Performs and assists in other related duties pertaining to Job Description
9. This job description is a general list of duties and responsibilities and is not intended as an employee contract, nor is it intended to fully describe all duties
10. Employees may be subject to random drug testing
11. And other duties as assigned by Facilities Director or Heritage Place Director
12. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Must be able to read, comprehend and appropriately use cleaning solutions
- Must have ability to follow verbal and oral instructions
- Must have the ability to work some long hours and/or weekends
- Must be able to clean thoroughly and quickly



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Skills:

- Skilled in the building system layout
- Skilled in reading and understanding operating manuals for cleaning machinery and equipment
- Compassionate in working with aging population
- Excellent communication and conflict resolution skills
- Effective time management techniques
- Attention to detail
- Professionalism dealing with co-workers, residents and their families, visitors and when answering telephones or greeting the public

Abilities:

- Ability to push, carry or lift 40+ lbs
- Ability to perform physical tasks and maintain facilities and equipment in a clean, safe, and secure manner
- Independently organize work, set priorities, meet deadlines, and follow up on assignments
- Make quick decisions and work independently and with a team
- Demonstrate strong resident service skills and establish, maintain, and foster a positive and effective working relationship

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school Graduate or GED Certificate (**PREFERRED**)
- Valid Driver's License (**REQUIRED**)

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 Work may be indoors or outdoors, depending on the weather.
- Indoor work may be exposed to drafts, noise, dust, dirt and at times may be required to wear masks or other protective clothing and equipment.
- Works with multiple work environments and unsanitary conditions
- Works with an aging population in a safe, healthy, and supportive living care environment
- May be required to stand for long periods
- Light to moderate physical effort is required
- Culture of respect and dignity for residents, employees, families, community, and the MHA Nation

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of



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personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____