



The Three Affiliated Tribes **Job Description**

HOUSEKEEPER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Director DEPARTMENT: Maintenance SALARY: \$17/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: New Town or Bismarck OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Housekeeper is responsible for performing the daily cleaning of all offices, bathrooms, hallways, meeting rooms, waxing floors, vacuum and shampoo the carpet areas and cleaning windows.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Thoroughly cleans all assigned designated areas, hallways, meeting rooms, offices in an efficient manner, replacing paper towels, toilet paper and ensuring that there is soap for all of the bathrooms.
2. Cleaning all mirrors, washing the windows, cleaning the air vents, changing the fixtures, washing down the walls as needed.
3. Painting upon request and waxing floors vacuum and shampoo the carpets as needed.
4. Moving office furniture for the programs upon request.
5. Check all the finished offices and bathrooms for completeness.
6. Maintain the supply room in an orderly fashion.
7. Making a report when the supplies are running low.
8. Maintain a daily log on all activities of duties.
9. Performs and assist in other related duties, pertaining to Job Descriptions.
10. This job description is a general description of duties and responsibilities. It is not intended as an employee contract, nor is it intended to fully describe all duties. An employee may perform in this position. Employees may be expected to perform job related non-routine tasks as assigned by the Supervisor and/or Manager.
11. Employees' will be subject to random drug testing.
12. **And other duties as assign**

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:

- The requirement for managing others does not exist.



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ABILITIES:

- 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.
- Ability to push, carry or lift 40+lbs, and perform physical tasks.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or GED Equivalent is **PREFERRED, BUT NOT REQUIRED.**
- Valid State driver's license. **PREFERRED, BUT NOT REQUIRED.**

WORKING CONDITIONS:

- Work may be inside or outdoors, but not subject to adverse weather.
- Indoors requires the incumbent may be exposed to drafts, noise, dust, dirt and at times may be required to wear a mask or other protective clothing and equipment.

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 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.



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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: _____