



The Three Affiliated Tribes **Job Description**

HOUSEKEEPING

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Facilities Manager DEPARTMENT: NG2 SALARY: \$19.00-22.00/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: Parshall ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Housekeeping attendant is responsible for maintaining a clean, safe, and orderly environment for staff, visitors, and residents through routine cleaning, sanitizing, and organizing activities. The Housekeeping attendant's role supports health and safety standards and contributes to a welcoming and well-maintained facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Clean and sanitize rooms, restrooms, common areas, and workspaces according to established cleaning standards
2. Sweep, mop, vacuum, dust, and disinfect floors, surfaces, and furnishings
3. Replenish supplies, including soap, paper products, and cleaning materials
4. Properly handle, store, and dispose of cleaning chemicals and waste materials in accordance with safety guidelines
5. Identify and report maintenance issues, safety hazards, or damaged equipment to supervisory staff
6. Follow infection control, safety, and sanitation procedures consistently
7. Operate cleaning equipment, including vacuums, floor cleaners, and cleaning carts, safely and effectively
8. Support special cleaning projects, including deep cleaning tasks and event preparation
9. Maintain organized storage areas for cleaning supplies and equipment
10. **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 for this position.

COMPETENCIES:

- Perform duties in a manner that supports and advances the mission of the greenhouse facility
- Work effectively within a diverse team environment and build productive working relationships
- Demonstrate initiative by identifying work needs and taking appropriate action
- Maintain strong attention to detail
- Promote and maintain a safe, safety-conscious workplace
- Contribute to a respectful work environment and demonstrate a positive, proactive attitude
- Model high ethical standards and professional conduct



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- Deliver high-quality internal and external customer service

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or equivalent **PREFERRED.**
- Valid United States driver's license **REQUIRED**
- Ability to follow written and verbal instructions
- Basic knowledge of cleaning methods, cleaning products, and safety practices
- Strong attention to detail and commitment to cleanliness
- Ability to work independently and manage time effectively
- Ability to perform physical job duties, including lifting, bending, standing, and walking for extended periods

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- This position may be designated as essential personnel and may be required to provide essential services during emergencies, severe weather events, or other critical situations to support continuous greenhouse operations.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

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: _____