

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
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JOB DESCRIPTION

POSITION: LVD Clinic Custodian

DEPARTMENT: LVD Health Clinic

SUPERVISOR: Facilities Maintenance Manager

LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI

EMPLOYMENT: Part Time As Needed

SALARY/PAY RATE 10.22 – 12.78 per hour

DESCRIPTION

The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“LVD”) is seeking a Clinic custodian to provide cleaning and maintaining the Health Clinic Facility.

DUTIES AND RESPONSIBILITIES

1. Responsible for daily cleaning maintenance of the LVD Health Center.
2. Dust all surface weekly as needed.
3. Establish and maintain routine schedule for waxing and buffing of floors.
4. Establish and maintain routine schedule for shampooing of carpet and facility furniture.
5. Ensure interior & exterior ground level windows are cleaned as needed.
6. Ensure the exterior grounds are kept free of trash.
7. Ensure exterior grounds horticulture, (non-lawn) planting and maintenance is kept up.
8. Responsible for Distributing FedEx and UPS daily deliveries to each department.
9. Insure that inventories of cleaning supplies are always available.
10. Order & restock all products in the washrooms, lobby areas, breakroom and kitchen areas.
11. Ensure community and conference room is set up as required for scheduled activities.
12. Notify maintenance of defective emergency lighting, door locks or other building defects.
13. Sanitizing exam rooms, equipment, and surfaces, sweep/mop floors and empty trash cans in exam rooms as back up to contract cleaners.
14. Must be willing to assist with clinic activities as required.

15. Must work together with a positive attitude and interactions with co-workers and patients.
16. Must maintain Material Safety Data Sheets & all chemical labeling.
17. Assist supervisor with developing back up procedure to cover positions responsibility when not available.
18. All Indian Health employees must abide by all regulations as stated in the Privacy Act Procedures.

MINIMUM QUALIFICATIONS

1. Must have a high School diploma or GED equivalent certificate. Applicants born prior to January 1, 1955 may be eligible for a waiver of these minimum education requirements in accordance with the policies of the Tribe.
2. No physical limitations, as job does require heavy lifting and moving of office furniture.
3. Must be willing to receive vaccinations and yearly TB test.
4. Must be willing to attend training pertaining to job duties, when available and requested.
5. Must be willing to adjust to a flexible work schedule.

PREFERRED QUALIFICATIONS

Previous clinic cleaning experience.

Knowledge of Privacy Act of 1974. (The privacy of patients must be protected to the fullest extent.)

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by Council: 7/26/2018