

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: LVD Clinic Custodian
SUPERVISOR: Director of Facilities & Compliance
LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI
EMPLOYMENT: Full Time – Non-Exempt
SALARY/PAY RATE: Based Upon Experience/Qualifications

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

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. Ensure 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 clinical 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

- 1-2 years, experience working independently on professional level cleaning in a health-related facility
- Knowledge of Privacy Act of 1974 (The privacy of patients must be protected to the fullest extent)

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Posting Expiration Date: May 14th, 2025

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.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by Council: 7/26/2018

**LVD Health Center
Human Resources Department
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SIGNED: _____ DATE: _____