

Tolowa Dee-ni' Nation

Position Description

Title: Housekeeper

Class: Service

Status: Full Time/Part Time

Supervisor: Maintenance Supervisor

Effective Date: November 2008*

Department: (14) Maintenance

FLSA: Non-Exempt

Pay Grade: III (\$10.42 - \$14.70)

Subordinates: None

Position Summary:

The primary purpose of the housekeeper is to keep the Tolowa Dee-ni' Nation Tribal Office, Head Start, Day Care, Howonquet Hall Community Center, Community and Family Services and other properties clean to ensure the smooth and efficient operation of Tolowa Dee-ni' Nation. The housekeeper will be responsible for the upkeep, in depth cleaning, and day-to-day cleaning of the Tolowa Dee-ni' Nation facilities and to ensure that the assigned tasks and duties are completed in a timely and cost efficient manner.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities:

- Practices excellent customer service skills.
- Responsible for in depth cleaning of all restrooms within each building including mopping of floors, cleaning restrooms stalls and toilets, sinks, doors, chairs, mirrors and restocking of hand soap, seat liners, toilet paper rolls, and emptying all trash cans under sinks and in restroom stalls.
- Responsible for cleaning and maintenance of the Tolowa Dee-ni' Nation and its entities, including all floors, mopping, vacuuming, and carpet cleaning, mirrors, rafters, doors (exits and entrances). In addition, other duties as assigned by the Tribal Facilities Maintenance Director.
- Duties include cleaning and maintenance of the Tolowa Dee-ni' Nation Tribal Office, Head Start, Day Care, Howonquet Hall Community Center, Community and Family Services. Duties to include but not limited to vacuuming, garbage pick-ups, carpet cleaning, floor buffing, recycling, window washing, dusting and other miscellaneous housekeeping and custodial tasks.
- All entrances and exits are to remain free of any trash or litter, all glass doors are to be cleaned weekly or as needed.
- Replace or remove all dirty throw rugs as necessary.
- Restock and refill all cleaning supplies, label each bottle and/or container with content description in housekeeping and/or custodial supply rooms following all OSHA rules and regulations.
- Practice and promote all safety standards and regulations at all times.

*Pay rate updated 2014 to reflect COLA

- Report any deficiencies to supervisor, while taking precautions to prevent any injuries to staff, customers, or facility. Handle all emergencies after notifying supervisor.
- Ensure all work request are complete under specifications in a timely manner.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Ability to work irregular hours to include holidays, weekends, swing, and graveyard shifts when necessary.
- Ability to foster and promote professional, courteous, and efficient service.
- One to three months related experience and/or training.
- Ability to perform all the essential duties.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires frequent walking, standing, driving, bending, and light to moderate lifting (at least 50 lbs.), sitting, stairs, and ladder climbing. While performing the duties of this job, the employee is frequently required to stand; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

While performing the duties of this job, the employee could be exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts. There is also contact with cleaning fluids and lubricants. The noise level in the work environment is usually moderate. (Examples: business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____