



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Maintenance Janitor /Housekeeper
Lummi Nation Housing Authority (LNHA)

OPEN: July 22, 2020

SALARY:(3/5) \$11.70-\$16.00 p/h DOE

SHIFT: Day

LOCATION: Lummi Tribal Housing

DURATION: Regular Full-Time

CLOSES: August 05, 2020

DIVISION: Tribal Housing

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Repairer #3

VACANCIES: 1

JOB SUMMARY: Responsible for providing various janitorial duties to LNHA properties, Kwina Village (KV) Resident Center, KV Laundry Facility, Sche'Lang'en Resident Center & Offices; and to LNHA Administrative Buildings as assigned by supervisor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Washing Windows including, tracks and sills.
2. Sweeping, vacuuming and mopping all floors, including floor base or trim.
3. Shampooing of carpets as needed
4. Degreasing all items as needed in units (Appliances, cabinetry etc.)
5. Washing of all walls, ceilings prior to remodel services commence.
6. Bagging & removing of any debris, includes interior and exterior of assigned locations
7. Cleaning of all Ventilation covers
8. Cleaning of cabinetry and countertops.
9. Cleaning of all appliances
10. Scrub and dust all permanent and non-permanent fixtures in a unit
11. Must work a varied shift to accommodate providing services when units are not occupied.
12. Complete daily logs that track hours per unit or project.
13. Any other type of cleaning duties as needed assigned by Supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 6 months work experience with housekeeping
- Must possess a valid Washington State driver's license and be insurable under LNHA Policy.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to do physical labor and dress appropriately.
- Must be able to work flexible hours, as needed.
- Must be experienced in the operating standard janitorial equipment
- Must be highly self-motivated and capable of self-supervision.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.