



# 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:** Janitor

Lummi Counseling Services (LCS)

**OPEN:** November 30, 2021

**EXEMPT:** No

**SALARY:** (5) \$14.35-\$16.07 p/h DOE

**SHIFT:** Day

**LOCATION:** LCS Facilities

**DURATION:** Regular Full-Time

**CLOSES:** December 13, 2021

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** Lummi Counseling Services

**SUPERVISOR:** Josie Jones, Program Assistant

**VACANCIES:** 1

**JOB SUMMARY:** The Janitor will be responsible for carrying out cleaning task and maintenance duties for the Lummi Counseling Services facilities. This position will provide a wide range of janitorial services including; interior and exterior cleaning, utilizing diverse equipment and skills. The goal is to keep the LCS building in a clean and orderly condition following Health and Safety Regulations.

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

1. Position will order and stock cleaning supplies as needed for cleaning.
2. Will perform janitor duties for interior and exterior for the LCS Building
3. Perform cleaning task such as dusting, sweeping, vacuuming, moping, cleaning vents, glass windows, and sanitizing and cleaning restrooms (etc.)
4. Will empty garbage cans daily in each office and dispose of properly as required.
5. Will perform COVID19 deep cleaning and disinfecting procedures after each use of group rooms, bathrooms, and waiting rooms.
6. Will move office furniture, group room tables and chairs as needed; utilizing safety skills, dollies, and back protection aides.
7. Inspect plumbing to ensure all sinks and toilets are in good working condition, report to maintenance if there is a problem.
8. Keep towel dispensers fill, replenish soap dispensers, hand sanitizers, empty trash cans, re-place toilet rolls as needed.
9. Mop bathroom floors and sanitize and clean toilet bowls daily.
10. Keep waiting room furniture clean and disinfected wipe all areas that are used by public
11. Will provide surface disinfecting such as tables, chairs, desks, and doorknobs. (etc.)
12. Will be responsible for cleaning and up-keeping the exterior of the building including washing windows, power washing walls and cement entrance area, mowing lawns and picking up garbage. (etc.)
13. Ensure light bulbs and lighting is changed as needed.
14. Responsible for up-keeping tools and storing equipment and supplies in an orderly and

organized system.

15. Responsible for keeping janitor room clean, organized, and secure to prevent theft.
16. Keep company vehicles clean, periodic engine check-up, oil changed and fueled up.
17. Must work with finance office and submit invoices, requisitions and receipts as required.
18. Must work as a team member and follow cleaning schedule as directed from immediate Supervisor.
19. Run errands and pick-up supplies as needed.
20. Other job related duties as assigned by supervisor.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 3 years' experience as a janitor
- Must have experience in operating cleaning equipment floor scrubbers, vacuum, cleaners, and pressure washer (etc.)
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Must have good communication skills.
- Must be reliable and manage all the maintenance and up-keep of a facility.
- Knowledge of various cleaning products and when to use them.
- Must have knowledge of operating cleaning equipment such as vacuums, floor scrubbers, hand tools and other specialized cleaners.
- Ability to lift and move at least 50 pounds.
- Knowledge of safety guidelines when working with chemical cleaners.
- Knowledge of how to submit and negotiate bids for repair services
- Knowledge of how to order and restock cleaning supplies as needed.
- Must maintain strict confidentiality at all times following the HIPPA Law.

#### **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 Criminal Background Check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

#### **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](mailto: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.