



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: Facility Maintenance/Janitor

OPEN: February 17, 2026

EXEMPMT: Yes

SALARY: (7) 20.07-22.60/hr. DOE

SHIFT: Day

LOCATION: LCS Facility

DURATION: Regular Full Time

CLOSES: February 24, 2026

JOB CODE:

DIVISION: General Manager

DEPARTMENT: Lummi Counseling Services

SUVERSIVOR: LCS/OTP Mgr.

VACANCIES: 1

JOB SUMMARY: Employee will provide a wide range of maintenance service and janitor tasks for Lummi Counseling Service facilities to keep the building clean, safe, and in good condition. Perform tasks like sweeping, mopping, vacuuming, dusting and sanitizing LCS building and restrooms. Will be responsible for providing interior and exterior services including small repairs, light plumbing, landscaping, moving furniture and other duties as needed. Assists in checking facilities for safety hazards and report any deficiencies, this position may be required to work overtime when emergency arises. Work closely with the LCS Maintenance Technicians and Groundkeeper/janitor.

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

1. Clean the interior of building including floors, carpet, rugs, windows and walls.
2. Responsible for organizing the janitor and maintenance room, keeping the cleaning equipment and cleaning supplies in an orderly, neat and secure manor to prevent any theft.
3. General maintenance and cleaning of the building keeping it in good condition.
4. Disinfect communally used areas like desks, door handles and tables.
5. Will perform janitor duties such as vacuum, sweep, mop and polish floors, garbage pick-up, cleaning and disinfecting bathrooms, group rooms and offices daily.
6. Maintain and up-keep grounds around building utilizing specialized tools and equipment such as lawn mowers, brush cutters, weed cutters and other power tools as needed.
7. Complete minor repairs, like switching light bulbs, unclogging toilets and sinks, locks and doorknobs and other minor repairs as needed.
8. Maintain cleaning inventory, placing orders for new products when needed.

9. Notifies the supervisor when janitor repairs are needed.
10. Ensure that the group rooms and public waiting rooms are cleaned and sanitized after each use.
11. Provide tables and chairs and other items needed for the group rooms.
12. Will move office furniture, group room tables and chairs as needed utilizing safety skills, dollies, and back protection aides.
13. Inspect plumbing to ensure all sinks and toilet are in good working condition, report to maintenance if there is a problem.
14. Keep towel dispensers full, replenish soap dispensers, hand sanitizers, empty trash cans, re-place toilet rolls as needed.
15. Mop bathroom floors sanitize and clean toilet bowls daily.
16. Keep waiting room furniture clean and disinfected wipe all areas that are used by public.
17. Will provide surface disinfecting such as tables, chairs, desks and doorknobs etc.
18. Will be responsible for cleaning and up keeping the exterior of the building including picking up garbage etc.
19. Keep company vehicles clean, periodic engine checkup, oil changed and fueled up.
20. Work with LCS finance office placing purchase orders, invoices and handing in receipts as required.
21. Must work closely with the maintenance tech and janitor groundkeeper, develop a cleaning schedule as directed form immediate supervisor.
22. Other job-related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess high school diploma or GED certification.
- At least 1 year experience as a janitor *preferred*.
- 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 dependable, reliable and responsible.
- Knowledgeable 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.
- Must always follow strict client confidentiality 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.

- Handles the physical demands of the job, including standing and walking for most of the shift, bending, climbing, and lifting at least 50 pounds.
- Must work as a team, be reliable and have a good attendance record.
- Must be willing to work in emergency situations, nights weekends and holidays, flexible hours as needed.

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.

