



# 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 II  
KWENSOT QELAT VILLAGE/Tiny Homes  
*\*Re-Advertise\**

**OPEN:** April 28, 2026

**EXEMPT:** No

**SALARY:** (7) 26.48-29.82 DOE

**SHIFT:** Day

**LOCATION:** KQV/Tiny homes Facilities

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Council Operations

**SUPERVISOR:** Health Housing Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Maintenance / Janitor II will oversee and be responsible for carrying out cleaning tasks and basic maintenance duties for the Kwensot-Qelat Village Pallet Homes (KQV) and Maechen Aleleng Tiny home . This position will provide a wide range of Maintenance and janitorial services including interior and exterior cleaning, utilizing diverse equipment and skills. The goal is to keep the KQV site and tiny homes grounds in a clean and orderly condition following all 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 KQV and tiny homes sites and grounds
3. Perform cleaning tasks such as dusting, sweeping, vacuuming, moping, cleaning vents, glass windows, and sanitizing and cleaning showers, restrooms, kitchen, workspaces and laundry (and minor repairs to facilities and grounds.
4. Will empty garbage cans daily in each area with Garbage Bins and work area and dispose of properly as required.
5. Will perform COVID19 deep cleaning and disinfecting procedures after each use of Shower rooms, bathrooms, laundry and community areas
6. Will move office furniture, 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 Administration maintenance for assistance if there is a problem.
8. Keep towel dispensers filled, replenish soap dispensers, hand sanitizers, empty trash cans, re-place toilet rolls as needed.
9. Mop bathroom floors, showers, sanitize and clean toilet bowls and showers daily.
10. Clean, disinfect and wipe all areas that are commonly used by campus guests and staff
11. Provide surface disinfection of tables, chairs, desks, and doorknobs. (etc.)

12. Will be responsible for cleaning and up keeping the exterior of the KQV site and grounds including washing windows, power washing walls and cement entrance area, mowing lawns, weed and foliage containment, garbage removal. (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 Supervisor for Work Order requests and turn in 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
- Two (2) year experience as a janitor
- Two (2) years' experience working in high-risk safety sensitive environments
- Must have experience in operating cleaning equipment floor scrubbers, vacuum, cleaners, and pressure washer lawn mower(etc.)
- 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 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](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.