



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

OPEN: September 1, 2026

EXEMPT: No

SALARY: \$ 20.07/hr. DOE

SHIFT: Day

LOCATION: Maintenance Building

DURATION: Regular Full Time

CLOSES: September 8, 2026

JOB CODE:

DIVISION: Facilities

DEPARTMENT: Planning

SUPERVISOR: Carlette Francis

VACANCIES: 2

JOB SUMMARY: Under the direct supervision of the Janitorial Supervisor, the employee is responsible for the daily housekeeping of all LIBC facilities which overall total 180,000 sq feet and approximately assigned 20,000 sq feet per housekeeper.

Prior to new admin building assigned sq footage was approx. 9,000 and has grown to 20,000 which included the addition of Little Bear Creek and remaining scattered sites.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following:

1. Daily tasks are the following:

- a. Washrooms
 - a. Wash toilets, sinks and urinals.
 - b. Disinfect.
 - c. Keep supplies well stocked.
- b. Reception/Secretary area (is to be kept tidy by):
 - a. Vacuuming and/or sweeping.
 - b. Empty wastebaskets.
 - c. Straighten the reception area/chairs.
- c. All conference rooms, offices, and lunch rooms (are to be spotless):
 - a. Desktops dusted.
 - b. Empty wastebaskets.
 - c. Straighten furniture.

2. Weekly tasks shall include (but are not limited to the following):

Clean hallways and entrances; disinfect common surfaces (doors, moldings etc.).

Sweep, vacuum, clean walls and wash windows.

Mop and wax floors (when necessary).

Pick up litter in parking lots and around buildings (i.e. cigarette butts, trash, etc.)

3. Monthly tasks are pending in some case and may not be necessary for six (6) week intervals.

This will most likely be the weekend work, but are limited to the following:

- a. Shampoo carpets (spot clean, if necessary).
- b. Dust draperies (wash if necessary).
- c. Wipe file cabinets.
- d. Storage rooms neat and clean

4. Other related duties as assigned i.e. Wex'liem on-call, any minor maintenance requests, groundwork etc.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Must have experience/education working with cleaning chemicals and cleaning equipment
- Previous work experience in housekeeping, janitorial and/or maintenance preferred
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to do physical labor continuously and dress appropriately.
- Must be able to lift up to 50 lbs.
- Must be able to work flexible hours, as needed.

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.

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.