

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Facilities Cleaning Technician

Department: Facilities

Reports to: Maintenance Leader - Buildings

Salary Range: \$13.80 to \$19.32 per hour / (\$28,699 to \$40,179) Annually

Status: Non-Exempt

Level: A12

Opens: August 08, 2024

Closes: August 22, 2024

SUMMARY: This position provides a clean, sanitary, orderly and satisfying surroundings for employees and the general public. The Cleaning Technician promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The Cleaning Technician must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-Borne Pathogen Standard or the LTBB Exposure Control Plan for blood-borne pathogens. This position is responsible for the cleaning of all restrooms, hallways, offices, etc. in the LTBB Governmental Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in sanitary condition.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, etc.
- Have knowledge of the MSDS manual and policies associated with chemical usage.
- Damp dust furniture, light fixtures, window sills, etc.
- Empty trash containers daily and recycling bins bi-weekly.
- Wet mop floors in all rooms, entrance areas and bathrooms daily.
- Clean wash basins, toilets and contact areas daily.
- Refill supplies as needed – toilet paper, soap, paper towels, hand sanitizer and air fresheners.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, any defective parts, etc.).
- Perform some occasional minor maintenance projects on facilities buildings and grounds.
- Apply salt and operate snow removal equipment to maintain door walkways and sidewalks.
- Check entire area for spills/wet floors periodically, especially in bathrooms and entrance areas.

- Follow instructions on use of germicidal solutions to clean. All procedures for solutions will be part of the Cleaning Technician's training.
- Use safety precautions while performing all cleaning duties.
- Ability to work with limited supervision.
- Completing cleaning assignments in a timely manner; and in accordance with established departmental standards.
- Must have the highest regards for confidentiality.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or GED required. Must be able to work varied work schedules; on call if needed. One to two years of recent, general housekeeping experience required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to work well with others, has to be able to work alone and without constant supervision. Will be required to keep buildings clean and in good repair. Must be able to perform preventative maintenance and simple repair of cleaning equipment. Must be able to multi-task and able to take direction.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have reliable transportation, possess valid Michigan driver's license and be insurable for duration of employment.

COMMENTS: Indian preference will apply. Position is contingent upon passing through background check.