

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: HOUSEKEEPING

SUPERVISOR: MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION: Under the supervision of the Maintenance Supervisor. Housekeeping will perform a full range of a variety of janitorial and/or custodial services for all buildings at the Tribal Complex. Quality customer service will be provided to the employees and visitors at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

DUTIES AND RESPONSIBILITIES:

1. Will maintain a respectful, professional relationship with all tribal employees, visitors, and tribal members.
2. Carpets shall be completely vacuumed three times weekly, and spot cleaned as needed.
3. Floors shall be swept daily and mopped twice weekly. Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines when needed.
4. Dusts such items as blinds, furniture, file cabinets, windowsills, tables, counter tops, etc. using cleaning products if needed.
5. Wastebaskets shall be emptied daily and the contents moved to the main disposal area.
6. Both sides of glass on entrance doors and other glass throughout the buildings shall be cleaned on an as-needed basis.
7. Cleans and services restrooms: waste receptacles emptied, dispensers serviced, washbasins and toilets cleaned, and restrooms are to be checked on a daily basis.
8. Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
9. Washes walls, woodwork, windows, mirrors, and fixtures using both step and extension ladders.
10. Replaces light bulbs and fuses. Reports needed indoor repairs, safety hazards, etc. to Maintenance Supervisor.
11. Performs other duties related to housekeeping as needed.

QUALIFICATIONS:

1. Prefer a High School Diploma or GED.
2. Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
3. Possess good communication, interpersonal, and client/customer service skills.
4. Have the ability to follow oral and written directions, and prioritize multiple tasks.
5. Knowledge of the proper use of chemicals and cleaning compounds.
6. Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
7. Have the ability to bend, reach, stand, lift, and walk for extended periods.
8. May be in proximity to high temperatures, exposed to unpleasant and noxious fumes and odors.
9. A valid Oklahoma Driver's License is preferred but will not be required.
10. This position is subject to a background check and drug screening.

INDIAN PREFERENCE:

1. Tribal Preference will apply to this position. Must submit documentation to verify enrollment with the Wichita and Affiliated Tribes.