



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Housekeeper

DEPARTMENT: Facilities & Maintenance Department

CATEGORY: Maintenance & Field Support Staff (MFS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Facilities & Maintenance Supervisor

JOB SUMMARY:

Housekeeper will perform a full range of a variety of housekeeping, 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.

CORE DUTIES AND RESPONSIBILITIES:

1. Will maintain a respectful, professional relationship with all tribal employees, visitors, and tribal members.
2. Vacuums 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. Cleans restrooms in assigned building to including, counter tops, showers, toilets and clear feminine trash cans.
5. Responsible for cleaning scuffs from walls and dusts such items as blinds, furniture, file cabinets, windowsills, tables, counter tops, etc. using cleaning products if needed.
6. Responsible for taking out all trash and emptying all wastebaskets daily and the contents moved to the main disposal area.

7. Responsible for cleaning both sides of glass on entrance doors and other glass throughout the buildings shall be cleaned on an as-needed basis.
8. Replenish toilet paper and paper towels in restrooms: waste receptacles emptied, dispensers serviced, washbasins and clean kitchen area.
9. Assist Procurement with delivering supplies and furniture.
10. Assists with lawncare as needed.
11. Assist with setting up and cleaning up Community Building for events.
12. Assists with assembling of furniture as assigned.
13. Assists with setting up for events for Tribal Programs.
14. Assist with Special Projects with Tribal Programs.
15. Assist with all Covid-19 related cleaning in Tribal buildings.
16. Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
17. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer a High School Diploma or GED.
2. Knowledge of cleaning and sanitation products, techniques, and methods.
3. Knowledge of cleaning sensitive materials, proper use of chemicals and cleaning compounds.
4. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
5. Have the ability to follow oral and written directions, and prioritize multiple tasks.
6. Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Some exposure to high, precarious places; fumes or airborne particles; unpleasant and noxious fumes and odors; dust and cleaning chemicals; risk of electrical shock; and vibration. Will occasionally work in confined spaces. The noise

