

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: PM LVD Clinic Custodian

LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI

SUPERVISOR: Director of Facilities & Compliance

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE \$17.00 - \$22.00 per hour

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

DESCRIPTION

The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“LVD”) is seeking a Clinic custodian to provide cleaning for the Health Clinic Facility after normal business hours (PM).

DUTIES AND RESPONSIBILITIES

Responsible for preventative maintenance cleaning of the LVD Health Center per our established cleaning schedule. Including, but not limited to:

- Dust mop and/or wet mop (with disinfectant) all floors.
- Vacuum all carpeted areas.
- Spot clean carpeting
- Vacuum upholstered furniture

- Spot clean furniture
- Dust desks and office furniture
- Dust counters, file cabinets, bookshelves.
- Dust all ledges, behind monitors, furniture, file holders and tops of cabinets.
- Dust high and low partition ledges & moldings.
- Dust all window blinds.
- Spot clean walls as needed.
- Spot clean office equipment, ledges, and surfaces.
- Clean and disinfect telephones including mouth and earpiece.
- Remove fingerprints from door and partition glass.
- Clean door kickplates.
- Clean and disinfect restroom fixtures.
- Clean and refill all restroom dispensers from stock.
- Clean restroom mirrors.
- Clean and sanitize toilets, seats & urinals.
- Spot wash restroom partitions.
- Wet mop restroom floors with disinfectant.
- Clean all drinking fountains.
- Clean and disinfect sinks, counters, tables, and misc. surfaces.
- Clean and damp disinfect wipe exam tables (When paper is removed).
- Spot disinfect, wipe room fixtures and furniture such as surgical lights, ledges, exterior of cabinet units, picture frames, sills, cords etc.
- Clean entrance ways, lobby, entrance mats.
- Gather all waste, paper, recyclables, and replace can liners. Spot clean exterior of containers.
- Properly arrange furniture and magazines upon completion of work.
- Keep janitor closet clean & orderly.
- Must be willing to assist with clinic activities as required.
- Must work together with a positive attitude and interactions with co-workers.
- Assist supervisor with developing back up procedure to cover positions responsibility when not available.
- All Indian Health employees must abide by all regulations as stated in the Privacy Act Procedures.

MINIMUM QUALIFICATIONS

1. Must have a high School diploma or GED equivalent certificate. Applicants born prior to January 1, 1955, may be eligible for a waiver of these minimum education requirements in accordance with the policies of the Tribe.
2. No physical limitations, as job does require heavy lifting and moving of office furniture and use of ladders along with powered cleaning equipment.
3. Must be willing to receive vaccinations and yearly TB test.
4. Must be willing to attend training pertaining to job duties, when available and requested.
5. Must be willing to adjust to a flexible work schedule.

PREFERRED QUALIFICATIONS

- 1-2 years, experience working independently on professional level cleaning in a health-related facility
- Knowledge of Privacy Act of 1974 (The privacy of patients must fully be protected)

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to work alone and be self-directed to complete cleaning and work orders
- Good communication skills and ability to use E-mail
- Ability to meet Infection Control standards for a health center
- Fast paced with occasional high pressure or emergent situations
- PPE such as gloves or a mask may be required for task
- Frequent standing, walking, reaching, grasping, carrying
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Use of computer for utilizing Work Order system

POSTING EXPIRATION DATE: JULY 15th

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by Council: 6/3/2025

**LVD Health Center
Human Resources Department
P.O. Box 9, N5241 US 45
Watersmeet, MI 49969
Email: careers@lvdhealthcenter.com
Website: <http://www.lvdhc.org>
Phone: 906-358-4587 Ext. 102
Fax: 906-358-4118**