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Baraga, MI 49908  
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Wabanung Campus  
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L'Anse, MI 49946  
Phone: (906) 524-8400  
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[www.kbocc.edu](http://www.kbocc.edu)

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## **JOB DESCRIPTION**

**POSITION:** Cleaning Person full time (40 hours)

**LOCATION:** Keweenaw Bay Ojibwa Community College

**SUPERVISORY CONTROL:** Head of Maintenance

**SALARY:** \$11.32 per hour

## **QUALIFICATIONS:**

- High school diploma or GED.
- Must be able to lift up to 50 pounds unassisted.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

|                        |                                     |
|------------------------|-------------------------------------|
| Crimes of violence     | Sexual assault                      |
| Exploitation           | Contact with or prostitution        |
| Crimes against persons | Offenses committed against children |
| Child abuse or neglect | Molestation                         |

## **DUTIES & RESPONSIBILITIES:**

- Help disinfect/sanitize building (s).
- Sweeps, mops, scrubs, and vacuums hallways, stairs and office spaces.
- Empties all trash containers in offices
- Performs routine, light manual work in cleaning offices, hall and restrooms using equipment such as floor sweepers, polisher, vacuum cleaners, and dusters.
- Cleans and disinfects restrooms, toilets and sinks.
- Replenishes cleaning supplies and paper products in restrooms and other facilities as necessary.
- Dust and cleans walls, doors, window, woodwork and furniture.

- Light grounds keeping
- Assist Custodian in preparing and cleaning facility before and after events.
- Performs other job related duties as required by supervisor.

**PRE-EMPLOYMENT TEST:**

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

**INDIAN PREFERENCE:**

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

**VETERAN PREFERENCE:**

Preference will be given to veterans (need DD214).

**DEADLINE TO APPLY:** Open until filled

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Submit an application, to Human Resource, Keweenaw Bay Ojibwa Community College, PO Box 519, Baraga MI 49908.or [hr@kbocc.edu](mailto:hr@kbocc.edu)