

Wabanung Campus
770 N. Main St.
L'Anse, MI 49946
Phone: (906) 524-8400
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Arts & Agricultural Center
15211 Pelkie Rd.
Pelkie, MI 49958
Phone: (906) 524-8400
Fax: (906) 524-8106

"Catch Your Dream Through a Superior Education"

JOB DESCRIPTION

POSITION: Covid/Cleaning Person (part-time) 20 hours a week

DEPARTMENT: Maintenance

SUPERVISORY CONTROL: Maintenance Supervisor

SALARY: \$14.00 per hour

QUALIFICATIONS:

- General maintenance or janitorial experience preferred but not necessary. Training will be provided.
- Attention to detail and a positive attitude a must.
- The right person is punctual, thorough but fast, and eager to learn.
- 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
Molestation
Contact with or prostitution
Offenses committed against children

Sexual assault
Exploitation
Crimes against persons
Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Help disinfect/sanitize building (s).
- Sweeps, mops, scrubs, and vacuums hallways, stairs, and office spaces.
- Empty 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 TESTS:

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

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified 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.

APPLICATION PROCEDURE:

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to hr@kbocc.edu.