

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Position: Housekeeper

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE
OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Complete Keweenaw Bay Ojibwa Community College Application
- Three Current Letters of Recommendation
- Resume
- Cover Letter
- Copy of Unofficial College transcripts
- Copy of Driver's License
- If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR

Email: hr@kbocc.edu with all documentation

Official KBOCC applications on our website:

<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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JOB DESCRIPTION

POSITION: Housekeeper
(Temporary Part-time up to 30 hours per week)

DEPARTMENT: Maintenance

SUPERVISORY CONTROL: Director of Campus Operations

SALARY: Grade 6 (\$13.73 – \$19.35 per hour)

SUMMARY: The Housekeeper is responsible for maintaining a clean, safe, and sanitary environment throughout KBOCC buildings and facilities. This position performs routine custodial and light maintenance duties, including cleaning classrooms, offices, restrooms, hallways, and common areas; disinfecting surfaces; replenishing supplies; and assisting with facility preparation for events. The Housekeeper supports the overall appearance, safety, and functionality of campus facilities while working cooperatively with maintenance staff and demonstrating professionalism, reliability, and attention to detail.

QUALIFICATIONS:

- General maintenance or janitorial experience preferred, but not necessary. Training will be provided.
- Attention to detail and a positive attitude required.
- Punctual, thorough, and eager to learn.

Must possess:

- Strict confidentiality.
- Excellent communication, interpersonal, and problem-solving skills.
- Valid Michigan driver's license, insurable driving record, and ability to operate College vehicles and equipment safely.
- Ability to lift up to 50 lbs., work in confined spaces, climb ladders, and perform physically demanding tasks as needed.
- Employment is contingent upon background checks, drug screening, and physical.
- Excellent interpersonal and communication skills.
- 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 two or more misdemeanor offenses (under

Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence
Sexual Assault
Molestation
Exploitation

Contact with or prostitution
Crimes against persons
Offenses committed against children
Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

1. Disinfect/sanitize building(s).
2. Sweep, mop, scrub, and vacuum hallways, stairs, office spaces, and common areas.
3. Empty all trash containers in offices in/on Wabanung Campus.
4. Perform routine, light manual work in cleaning offices, hallways and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.
5. Clean and disinfect restrooms, toilets, and sinks.
6. Clean and disinfect glass around campus (mirrors, doors, display cases, windows, etc.)
7. Replenish cleaning supplies and paper products in restrooms and other facilities as necessary.
8. Dust and clean walls, doors, display cases, woodwork, furniture, and high-traffic areas, including student work desks and tables, classrooms, student lounges, and other common spaces.
9. Light grounds keeping.
10. Assist maintenance staff in preparing and cleaning facility before and after events.
11. Perform all other job-related duties as assigned.

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

INDIAN PREFERENCE: Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internal posting open through May 20, 2026. External applications will be accepted through May 27, 2026, or until the position is 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 official KBOCC application, cover letter, resume, three current letters of reference, and your certifications/official transcripts to:

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OR email hr@kbocc.edu with all documentation
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