



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: CDD Housekeeper
Supervised by: CDD Construction Manager
Pay Rate: T-3 \$12.36 - \$17.30/Hour (DOQ)
Non-Exempt

Position Summary:

Under the general supervision of the CDD Construction Manager, performs a variety of routine manual tasks in maintaining the cleanliness and sanitary conditions of homes and any other facilities that are under the Community Development Department; (i.e. renovations of homes, move-in and move-out preparedness of apartments and homes).

Representative Functions and Responsibilities:

Other functions and responsibilities than what is listed below may be required at times.

1. Cleans homes and any other facilities assigned by supervisor.
2. Moves, rearranges and dusts fixtures.
3. Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks.
4. Cleans and waxes floors using industrial-size mops and/or machines.
5. Washes blinds, windows, and walls with prescribed solutions.
6. Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
7. Maintains any necessary cleaning equipment; reports needs for painting and minor building or equipment repair to supervisor.
8. Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.
9. Maintain confidentiality at all times with information viewed and produced.
10. Maintain good judgment and work independently.

Minimum Qualifications:

1. High School Diploma or GED equivalent preferred.
2. Must be knowledgeable and experienced in general cleaning and sanitary skills; with at least one (1) year.
3. Physical ability to perform manual work; must be able to physically handle the position.
4. Possess good communication skills; both orally and written.
5. Must have general knowledge of employment and safety requirements.
6. May be required to possess a valid California Driver's License and be insurable under BITC's insurance carrier. (if applicable).
7. Must be in good physical health, may be required to pass a physical examination.
8. Pass a pre-employment drug test and submit to random testing.

Physical Demands And Working Conditions:

1. Must be able to push, pull and move equipment and/or supplies.
2. Must be able to distinguish colors.
3. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.