



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

Position: Housekeeper Posting Date: 1-13-22  
Location: Stockbridge Munsee Tribe Closing Date: 1-20-22  
Salary: \$15.00 Negotiable Pay Grade: 3  
Supervised by/Reports to: Housekeeping supervisor

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

### **General Responsibilities:**

The Housekeeper is responsible to perform housekeeping service in and around the tribal buildings and offices.

### **STANDARD QUALIFICATIONS:**

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must be COVID 19 fully vaccinated and remain up to date with required doses.

### **Duties:**

1. Complete daily maintenance of the Tribal buildings and offices, which includes – vacuuming, sweeping, garbage disposal, recycling, and mopping per schedule.
2. The Housekeeper will keep entryways, outside entrances, and maintenance area free of ice, snow, and debris.
3. Responsible to keep bathrooms clean and operational.
4. Be able to attend training and meetings as requested.
5. Responsible to keep outside ashtrays and all wastebaskets empty and clean. Remove trash to dumpsters and recycling areas.
6. Responsible to keep papers picked from the floor.
7. Stock maintenance room and bathrooms with paper products.
8. Will assist in other departments when needed.
9. Must be reliable and prompt when reporting to work.
10. Must follow all established rules, regulations, procedures, and policies of the Stockbridge Munsee Community.
11. Must be physically able to perform all duties.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **Qualifications:**



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1. A High School Diploma, G.E.D or HSED is preferred.
2. Must be courteous and friendly individual. Must be able to work with the general public in a professional manner.
3. Must be able to follow verbal and written directions.
4. Must be able to work with minimum supervision.
5. Must maintain a neat, clean, and well-dressed appearance at all times.
6. Must be willing to handle hazardous chemicals safety.
7. Must be able to work under stressful situations on daily basis.
8. Must be willing to work flexible hours.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must maintain the departmental job performance level.
11. Must be able to work with a variety of people.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must be able to meet physical requirements of position.
14. Must abide by departmental and organizational safety, testing, and uniform guidelines.
15. Must maintain confidentiality.
16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Human Resources Department  
Stockbridge-Munsee Community  
N8705 Moh He Con Nuck Road  
Bowler, WI 54416

**WE ARE A DRUG-FREE EMPLOYER. CANDIDATES MUST PASS DRUG SCREEN AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**



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New Position:  
Revised Position:07/25/01  
01/18/07

TC Approved: 11-6-18

Tribal Council Approved: 2/6/07  
Tribal Council Approved: 11/12/01  
HR Ex Dir Approved: 11-18-13  
Hr Exec Approved: 8-22-14