



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: Environmental Service Worker **POSTING DATE:** 7-20-22
LOCATION: S/M Health & Wellness Center **CLOSING DATE:** 7-27-22
SALARY: \$15.00 (Negotiable Based on Experience) **PAY GRADE:** 3

POSITION: Full Time

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 provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Perform minor maintenance, custodial and housekeeping services in and around the Stockbridge-Munsee Health & Wellness Center. Environmental Services Worker works under the supervision of the Health Center's Safety Manager.

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 obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES AND RESPONSIBILITIES:

1. Clean and sanitize all the medical and dental work and patient care areas daily to include exam rooms, dental operatories, laboratory, x-ray, pharmacy, restrooms, kitchens and visitor areas.
2. Complete daily housekeeping duties of all building departments which include dusting, vacuuming, laundry, windows, sweeping, mopping, daily sanitizing of restroom, employee, patient and visitor areas, and proper handling of all garbage waste. Assist in keeping hallways, walkways and exits free of debris and obstructions.
3. Replenish cleaning, housekeeping and maintenance supplies as needed.
4. Complete housekeeping and maintenance supplies inventories.
5. Assist with special floor cleaning or other special housekeeping projects as needed.
6. Respond to and complete work order requests
7. Properly handle and store all hazardous waste.



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8. Assist in maintaining an updated list of material Safety Data (SDS) information for all applicable clinic departments.
9. Properly handle and document incoming and outgoing deliveries as needed.
10. Utilize a daily check off system for monitoring daily routine and non-routine housekeeping tasks
11. Assist in emergency preparedness and maintaining building security.
12. Complete assigned work duties in the absence of another co-worker.
13. Properly secure all buildings on the clinic premises (opening and closing) as required by schedule.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
19. 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:

1. 1-year of Housekeeping experience is required based on similar work tasks duties, responsibilities and qualification as identified in this position description.
2. Housekeeping experience with sanitation and disinfecting surfaces
3. Experience working with housekeeping supply inventories and equipment.
4. Organizational, planning, and reading skills required.
5. Must be able to comprehend material Safety Data Sheets (SDS) information.
6. Position requires walking, bending, lifting and carrying. Must lift to 40 pounds.
7. Must be able to maintain confidentiality.
8. Must be at least 18 years of age.
9. Must have zero drug related offenses within the last five years on criminal background check.
10. Ability to multi-task effectively
11. Must be able to respectfully work with a variety of people with varying social and cultural backgrounds.
12. To maintain security, safety and privacy must be able to escort people, deliveries and maintenance service vendors in and out of building areas as authorized and as needed.
13. Must participate and assist with emergency preparedness and planning.



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14. Must be willing to work with a computerized system to secure building and respond to building emergency alarms and announcements.
15. Must be able to work with or without direct supervision.
16. Ability to take direction and instruction as it pertains to scope of work duties.
17. Must be willing to attend required trainings and/or meetings.
18. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
19. 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.
20. Must be eligible for coverage under the employer's liability insurance.
21. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
22. Must be able to meet physical requirements of position.
23. Must abide by departmental and organizational safety, testing, and uniform guidelines. Must adhere to Tribal law and other applicable laws as well as Tribal personnel policies and procedures.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting, walking, bending, lifting and carrying with the ability to physically stoop kneel, crouch, and lift and/or move up to forty (40) pounds.
2. Evening and/or weekend is required as needed. Extended hours and irregular shifts required as needed.
3. Work environment requires excellent personal hygiene due to working near others.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required and fit-testing for respiratory protection

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
W12635 Cty A
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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