



**HOUSEKEEPER**  
**OFFICE OF FACILITIES & RISK MANAGEMENT**

**CARES ACT RELIEF FUND**  
**Salary/Hourly Range: 18**  
**FLSA Status: NON-EXEMPT**

**INTRODUCTION**

This position is responsible for maintaining sanitizing standards in all tribal facilities. The incumbent performs duties of routine cleaning and sanitizing of work areas and facilities. The work will require standing, walking, bending, stretching, climbing and lifting objects in excess of 10 lbs. The incumbent may be exposed to some occupational hazards such as COVID-19 virus and blood-borne pathogens, and will be required to follow all safety guidelines, and use of proper protective clothing/gear. The incumbent is under general supervision and line authority of the Custodial Supervisor.

**KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

- 1) Disinfect and sanitize all surfaces which are touched on a daily basis, utilizing cleaning solutions and disinfectants according to recommended directions.
- 2) Follows health, safety and environmental regulations in the proper use, storage and disposal of cleaning/sanitizing solutions.
- 3) Reviews and uses the Safety Data Sheet (SDS) for each product/solution to provide a safe response concerning personnel safety measures.
- 4) Sweeps, mops, dusts, vacuums, shampoos floor surfaces and empties trash, disinfects and relines trash receptacles, picks up trash on/around interior of building; cleans entrances and windows.
- 5) Disposes of waste material using techniques applicable to disposal of blood-borne pathogens and with proper Personal Protective Equipment and tools.
- 6) Maintains equipment in proper working condition, reports repairs to supervisor for action; maintains proper inventory of supplies and replenishes as needed.
- 7) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: High school diploma or GED equivalent; AND

Experience: Six (6) months' work experience performing custodial duties and proper handling of cleaning and sanitizing solutions; OR

Equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard custodial cleaning techniques, application of germicides, and cleaning hazards in the handling of cleaning and sanitizing solutions.
- Knowledge of custodial equipment, materials and supplies.
- Reliability and dependability
- Good verbal and written communication skills to prepare reports and express concerns clearly.
- Skill in utilizing health safety, environmental policies, practices and procedures.
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment.
- Ability to safely use manual and powered cleaning equipment and handle cleaning solutions.
- Ability to establish and maintain positive professional working relationships with others.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must complete an annual physical examination and immunization.
- 6) Must not have any felony convictions.
- 7) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.