

**The Confederated Tribes of the  
Grand Ronde Community of Oregon**

Job Title: Housekeeper  
Reports to: Housekeeping Supervisor  
Average Hours Per Week: 40

Dept: Public Works  
Grade: 5  
FLSA Status: Non-exempt

### **Job Summary**

To provide support for a multi-disciplinary team. Assists with general housekeeping to maintain the facility's clean sanitary environment and professional appearance.

### **Essential Functions**

#### Performs basic housekeeping maintenance:

1. Mopping and waxing floors.
2. Sanitizing and cleaning restrooms and showers.
3. Empty trash and dispose garbage.
4. Cleans mirrors and windows.
5. Sanitizes stools, urinals, sinks, soap and paper towel dispenser.
6. Washes walls as needed.
7. Scrubs shower stalls.
8. Deep cleans shower mats.
9. Vacuums client's rooms and common areas.
10. Stocks restrooms and showers with toiletries.
11. Launders soiled linens.
12. Collects soiled linens and distributes clean linens to the clients.
13. Cleans laundry room such as; sweep, mop, clean counter top areas and machines.

#### Assists Maintenance Technician with light building maintenance:

1. Removes graffiti between sessions.
2. Rearranges furniture in client's rooms.
3. Washes walls in client's rooms and other common areas.
4. Deep cleans restrooms and shower stalls.
5. Other basic maintenance duties as needed.
6. Vacuums counselor's offices, computer room, lounge corridors, and entry rugs.
7. Dusts common areas and offices.
8. Removes cobwebs from walls, offices, and building as needed.
9. Sweeps loading dock and around dumpster.
10. Cleans pharmacy such as floors, counters, sanitize sink.
11. Changes light bulbs as needed.

### **Additional Functions**

1. Sets up dining area monthly for Elder's Luncheon.
2. Assists kitchen staff with miscellaneous duties when necessary.
3. Performs a variety of other duties as assigned by supervisor.

## Qualifications

1. Requires a high school diploma or GED equivalency or equivalent combination of education and experience.
2. Must have the ability to follow written and verbal instructions.
3. Must have the ability to mix and use chemicals properly.
4. Must have the ability to read and interpret documents in English such as safety rules. Facility maps, operating and maintenance instructions, and procedure manuals.
5. Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Must have the ability to work under direction of others in special projects and ongoing maintenance or assistance with grounds cleaning.
7. Must have the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
8. Must have the ability to complete tasks quickly and accurately.
9. Must have independent decision making skills.
10. Knowledge to use cleaners properly is preferred
11. Knowledge to operate mops, buffer, vacuum, broom, dust mop, carpet cleaner, utility cart, and dishwasher is required.
12. Preference in hiring will be given to Grand Ronde tribal members and members of other native tribes.

## Typical Physical Activity and Environmental Conditions

### Physical Requirements

1. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
2. Continually requires working with fingers, hands and arms.
3. Continually requires repetitive movement of the wrists, hands and/or fingers.
4. Often requires walking, climbing or moving about to accomplish tasks.
5. Often requires gripping tools and operating tools and light machinery.
6. Often requires standing and/or sitting for sustained periods of time.
7. Often requires raising objects from a lower to a higher position or moving objects horizontally.
8. Often requires bending, stooping and crouching which entails the use of the lower extremities and back muscles.
9. Often requires lifting of up to 35 pounds, occasionally more.

### Environmental Conditions

The worker is frequently subject to inside and outside environmental conditions which may or may not provide protection from weather conditions. While performing the duties of this job, the employee may be exposed dust, fumes and detergents which may require the use of gloves.

**Attendance**

1. Required to comply with company attendance standards to fulfill essential functions.
2. Occasionally works ten hours or longer a day, nights and weekends.

**Safety**

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

**Drivers License & Insurance Requirement**

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

**Background Check**

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

**Travel Requirements**

Local travel is occasionally required.

**Disclaimer**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

*This is an accurate description of the essential functions of my position.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor/Manager Signature

\_\_\_\_\_  
Date