



# SPOKANE INDIAN HOUSING AUTHORITY

6401 Sherwood Addition, P.O. Box 195  
Wellpinit, WA 99040  
(509) 258-4523 Fax: (509) 258-7188

## JOB ANNOUNCEMENT

<b>VACANCY ANN#</b>	<b>16-SIHA-0001</b>
<b>POSITION:</b>	<b>HOUSEKEEPER</b>
<b>DEPARTMENT:</b>	<b>SPOKANE INDIAN HOUSING AUTHORITY FACILITIES</b>
<b>LOCATION:</b>	<b>WELLPINIT, WASHINGTON</b>
<b>SUPERVISOR:</b>	<b>MAINTENANCE SUPERVISOR</b>
<b>STATUS:</b>	<b>REGULAR, PART-TIME</b>
<b>SALARY LEVEL:</b>	<b>\$10.00 - 12.00/HOUR</b>
<b>OPENING DATE:</b>	<b>NOVEMBER 7, 2016</b>
<b>CLOSING DATE:</b>	<b>NOVEMBER 23, 2016</b>

### SUMMARY:

The Housekeeper will be responsible for attending to the cleaning and stocking needs of all assigned areas of the Spokane Indian Housing Authority (SIHA), including the Administration building and all other facilities. The housekeeper will also be responsible for the locking and securing of any and all facilities if they are the last to leave the premises.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Dusts, sweeps, mops, scrubs, vacuum, and clean assigned areas.
- Scrubs, waxes and strips floors, as assigned.
- Sweeps stairwells and other areas, and attends to other special projects, as requested.
- Spot cleans rugs, carpets and upholstered furniture and draperies as needed.
- Empties wastebaskets.
- Transports trash and dirty linens to designated areas.
- Assists in the minor maintenance in public areas, and reports problems that need further attention to the housekeeping supervisor on duty.
- Re-stocks paper supplies, chemical supplies in bottles, and maintains washroom supplies. Stocks and maintains housekeeping storage rooms.
- Routinely inspects work areas, identifying potential problems or repair needs, and notifying the maintenance supervisor of maintenance to be scheduled.

- Facilitates the flow of information throughout the department, by attending regularly scheduled meetings with employees.
- May be required to drive to numerous locations, and is responsible for the cleanliness of the SIHA vehicles.
- Responsible for the cleanliness of all out buildings.
- Responsible to maintain yard area around SIHA.
- Clean areas and buildings during events.
- Must adhere to strict confidentiality.
- Adheres to performance standards, SIHA policies and procedures, as they relate to the department.
- Secures all doors and buildings when necessary, protects and maintains SIHA properties.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Candidate must be 18 years of age.
- Must have a valid Washington State Driver's license, have a good driving record and be insurable.
- Must be able to pass a Tribal, State and Federal background check.
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instruction, procedure manuals, and instructions and safety warnings of chemical cleaners and products.
- Must have ability to write routine reports and correspondence.
- Must be able to regularly lift, push, pull and/or move up to 50 - 100 lbs.
- Must be able to stand and walk for long periods of time.
- Must be able to get in and out of work vans or other Tribal vehicles regularly.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. Employee must regularly lift and/or move up to 50-100 pounds. While performing the duties of this job, the employee regularly works near moving mechanical parts. Employee will frequently work with chemicals and cleaning ingredients.

**Applications Are Available At the Spokane Indian Housing Authority Office**

**P.O. Box 195, Wellpinit, WA 99040**

**Contact: Terry Payne**

**(509) 258-4523 Fax: (509) 258-7188**

**E-mail: Terry@spokaneiha.com**

**Applications Must Be Received In Spokane Indian Housing Authority Office**

**By 4:30 pm on the Closing Date**

**The Spokane Indian Housing Authority Reserves the Right to Hire According To Its Indian Preference Policy**

**All Applicants May Be Subject To a Pre-Employment Drug Test**

**All Positions with SIHA are Subject To a 90-Day Orientation Period**