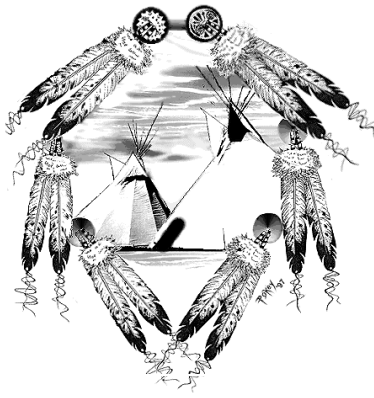




SPOKANE INDIAN HOUSING AUTHORITY

6401 Sherwood Addition, P.O. Box 195
Wellpinit, WA 99040
(509) 818-1460 Fax: (509) 258-7188

SPOKANE INDIAN HOUSING AUTHORITY POSITION DESCRIPTION

Title:	Facilities Housekeeper / Groundskeeper
Department:	Maintenance
Supervisor:	Deputy Dir./Executive Dir.
Work Hours:	Monday-Friday, 8:00 a.m.-5:00 p.m.
Rate of Pay:	\$19.00-\$24.00 per hour DOE/DOQ
Primary Location:	Wellpinit, WA / Spokane Indian Reservation
Employment Status:	Full-Time, Non-Exempt, Seasonal
Open Date:	April 20, 2026
Close Date:	April 27, 2026

Overview

The Housekeeper/Groundskeeper is responsible for maintaining cleanliness, sanitation, and overall appearance of Spokane Indian Housing Authority (SIHA) facilities. This includes interior and exterior areas such as administrative buildings, playgrounds, and surrounding grounds. The position also supports basic maintenance functions and ensures facilities are secure when required.

Primary Duties and Responsibilities

Facilities Cleaning & Sanitation

- Perform routine cleaning duties including sweeping, mopping, vacuuming, dusting, and scrubbing assigned areas
- Clean and maintain floors, carpets, rugs, upholstery, and draperies
- Empty trash receptacles and transport waste to designated areas
- Clean buildings before, during, and after events

Groundskeeping & Exterior Maintenance

- Maintain outdoor areas including mowing, raking, and general yard upkeep
- Ensure cleanliness of playgrounds, common areas, and SIHA grounds

- Maintain cleanliness of all outbuildings

Inventory & Supply Management

- Restock paper products, cleaning supplies, and restroom materials
- Maintain housekeeping storage areas and inventory of supplies

Inspection & Reporting

- Inspect work areas and identify maintenance or repair needs
- Report issues to the Maintenance Supervisor for further action

Operational Support

- Assist with minor maintenance tasks as needed
- Drive between multiple work locations when required
- Maintain cleanliness of SIHA vehicles

Security & Compliance

- Secure buildings and facilities when assigned
- Follow SIHA policies, procedures, and confidentiality requirements

Communication & Team Support

- Attend meetings and support departmental communication
- Coordinate with staff regarding cleaning and maintenance needs

Additional Duties

- Perform other duties as assigned

Minimum Qualifications

- Must be at least 18 years of age
- Valid Washington State Driver's License with insurable driving record
- Ability to pass Tribal, State, and Federal background checks
- Ability to read and interpret safety instructions and product information
- Basic report writing and communication skills

Physical Requirements

- Ability to lift up to 50–100 pounds regularly
- Prolonged standing, walking, bending, kneeling, and climbing
- Ability to work with cleaning chemicals and equipment

- Ability to enter/exit vehicles frequently

Work Environment

- Combination of indoor and outdoor work environments
 - Exposure to cleaning chemicals and maintenance equipment
 - Work performed in various weather conditions and around moving machinery
-

Application Requirements:

- A complete Spokane Indian Housing Authority Application.
- Letter of interest and resume of applicable experience.
- Three (3) professional references (employers or supervisors you have worked for).

TO APPLY CONTACT:

Applications are available at the Spokane Indian Housing Authority:
6403 Sherwood Addition Rd, Wellpinit, WA 99040

Contact: Adam Schooley

Phone: (509) 818-1460

E-mail: aschooley@spokaneiha.com

Disclaimer

This position description is not intended to be all-inclusive. Duties and responsibilities may change as assigned by the Maintenance Supervisor.