



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title: Housekeeper (Temporary)</b>	<b>Posting Date: August 10, 2021</b>
<b>Position Reports to: Public Works Director</b>	<b>Employment Category: Non-exempt</b>
<b>Department: Public Works</b>	<b>Internal Closing Date: Until filled</b>

**Position Summary**

General cleaning and overall appearance maintenance of tribal offices and hallways. Use preventive measures for workplace cleaning during the Pandemic.

**Principal Duties and Responsibilities**

- Maintain facilities in clean and sanitary condition.
- Disinfect all common areas thoroughly.
- Surfaces that are frequently touched with hands must be cleaned often.
- Dust, sweep, mop, scrub, vacuum, and clean assigned areas.
- Scrub, wax, and strip floors as assigned.
- Sweep office floors and other areas as required.
- Clean and maintain restrooms in a routine set schedule.
- Empty wastebaskets.
- Transport trash to designated areas.
- Re-stock all paper supplies, chemical supplies, and maintains washroom supplies. Re-orders supplies as necessary.
- Stock and maintain housekeeping storage rooms.
- Routinely inspects work areas, identifying potential problems or repair needs.
- Attend to other special projects as requested.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

**Qualifications & Skills**

**REQUIRED EDUCATION / CERTIFICATIONS:**

- High School Diploma or GED

**EXPERIENCE / QUALIFICATIONS / SKILLS**

- Minimum 6 months housekeeping/janitorial experience preferred.
- Ability to work with chemicals for disinfecting workspace areas.
- Must successfully pass a drug-screening test and background check.
- Ability to interpret documents such as safety rules, operating and maintenance instruction and procedure manuals.
- Ability to write routine reports and correspondence.

- Ability to lift up to 30 lbs.
- Must be able to bend, and stoop.
- Must be over 18 years of age.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.