



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-25-017	<b>Opens:</b> 10/10/24
<b>Position Title:</b> Housekeeping	<b>Closes:</b> OUF
<b>Salary Rate:</b> \$9.00 - \$14.00 per hour	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

Under the direction of the Maintenance Director, Housekeeping is responsible for all custodial functions within the main complex building as well as 4-outer tribal buildings. Incumbent performs full range of housekeeping duties in accordance with established housekeeping procedures and methods under the supervision of Maintenance Director.

**Reports To:** Maintenance Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** High School Diploma or GED Equivalent. Must have (2) years minimum experience in housekeeping duties.

- Sweeps, mops, scrubs, floors, walls, and applies wax polishes floor surfaces through out the complex buildings and outer buildings.
- Keeps stock of cleaning material and equipment needed to do the work. Reports to Maintenance Director when supplies are low.
- Work is done by hand or with powered equipment (vacuum cleaner, shop vacuum, floor scrubber, power washer.) Wash windows inside and out, dust venetian blinds and clean vents, which requires climbing and standing on ladders.
- Empties waste baskets and trash cans from restrooms, offices, rooms throughout the complex building and outer buildings. Keep restrooms in a clean orderly and sanitary condition.
- Sweep, mops, and disinfects the floors of restrooms, as well as clean disinfect and sanitize the sinks, toilets, and urinals. Clean mirrors, vents, doors and water fountains.
- Dust ledges and woodwork (desks). Replaces deodorizers, toilet tissue, paper towels and soap dispensers. Cleans and maintains powered equipment by cleaning, oiling, or adjusting equipment to assure maximum use.
- Maintains equipment in accordance with recommended schedule and frequencies, hazardous or broken equipment are to be reported to the Maintenance Director. Keeps corridors clean and accessible. Maintains a safe work environment.
- Intermittent written or oral instructions serve as a guide in the accomplishment of work assignment as received from Maintenance Director.
- Performs other duties as assigned such as (filing, ordering office, maintenance, housekeeping supplies. Preparing invoices, purchase orders, typing, receives and stocks maintenance supplies. Quotes from vendors.)
- All other duties assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid driver license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.

**SUBMIT TO:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or **DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*