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# **LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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## **HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*



**POSTED: January 15<sup>th</sup>, 2026      DEADLINE: January 29<sup>th</sup>, 2026**

### **JOB DESCRIPTION**

**POSITION:      Boys & Girls Club Custodian**

**DEPARTMENT: Boys & Girls Club**

**LOCATION: Boys & Girls Club Building**

**SUPERVISOR: CPO of Boys & Girls Club**

**EMPLOYMENT: Part-Time**

**SALARY/PAY RATE: \$18.00/hour (25 hours per week)**

### **DESCRIPTION:**

Lac Vieux Desert Band of Lake Superior Chippewa Indian (LVD) is seeking a Custodian to perform routine custodial duties for the LVD Boys & Girls Club. Applicants will be responsible for performing custodial duties, minor maintenance, and other miscellaneous duties to ensure that the facility is maintained in a healthy, safe, and sanitary manner. Maintaining these responsibilities will help ensure the health, safety and security of the public.

### **RESPONSIBILITIES:**

- 1. Clean and care for the building to ensure it is maintained in a safe and healthy manner. Responsible for cleaning offices, computer rooms, kitchen, common areas and restrooms.**
  - Wash and disinfect all washroom floors, toilet, toilet seats, and fixtures.
  - Clean all mirrors
  - Replenish toilet tissue and soap as needed
  - Empty all waste baskets and garbage cans
  - Place garbage in outside dumpster

- Clean entrance and exit including glass, doors and hardware
  - Keep outside area near exit and entrance clear of snow, cans, paper
  - Wash all finger marks from walls, doors, hardware and glass
  - Perform and/or report minor maintenance repairs
  - Clean kitchen sinks and counters
  - Report damages and acts of vandalism
  - Sweep and mop floors
  - Spot clean walls and toilet partitions
- 2. Maintain storage areas and cleaning equipment, material and supplies in a safe and orderly manner to ensure the safety of staff and public.**
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
  - Maintain an adequate supply of cleaning materials and supplies
  - Restock material and supplies
  - Make note of the need for equipment repairs
- 3. Perform other related duties as required**

#### **MINIMUM QUALIFICATIONS:**

**Applicant must have proficient knowledge in the following areas:**

- **Must have a High School diploma or GED.**
- **Must be willing to work evenings, weekends, holidays when required.**
- **Must be willing to and able to pass all background checks and any other pre-employment screenings.**
  - **Knowledge of standard cleaning procedures, chemicals, products and equipment**
  - **Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products**
  - **Ability to work under little supervision**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**The custodian is a physically demanding position. The applicant must spend the entire time working standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving some heavy objects. The incumbent is required to do a great deal of stretching and bending, often in awkward positions.**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the*

*position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: 01/13/2026**

**Human Resources-Lac Vieux Desert Band of Lake Superior Chippewa Indians**

**P.O. Box 129, N5384 US 45**

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**Signature\_\_\_\_\_Date\_\_\_\_\_**