LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
LVDHC HUMAN RESOURCES
P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118

JOB DESCRIPTION

POSITION: **PM LVD Clinic Custodian**

LOCATION: **Lac Vieux Desert Health Center, Watersmeet, MI**

SUPERVISOR: **Director of Facilities & Compliance**

EMPLOYMENT: **32 Hours – Non-Exempt**

POSTING EXPIRATION DATE: SEPTEMBER 4th, 2026

UPON HIRE:

- **PTO**
- **Dental**
- **Vision**
- **Health Insurance**

DESCRIPTION

The Lac Vieux Desert Band of Lake Superior Chippewa Indians ("LVD") is seeking a Clinic custodian to provide cleaning for the Health Center & Legacy Wellness Facility after normal business hours (PM).

DUTIES AND RESPONSIBILITIES

Responsible for preventative maintenance cleaning of the LVD Health Center & Legacy Wellness per our established cleaning schedule. Including, but not limited to:

- Dust mop and/or wet mop all floors.
- Vacuum all carpeted areas.
- Spot clean carpeting
- Vacuum upholstered furniture
- Spot clean furniture
- Dust desks and office furniture

- Dust counters, file cabinets, bookshelves.
- Dust all ledges, behind monitors, furniture, file holders and tops of cabinets.
- Dust high and low partition ledges & moldings.
- Dust all window blinds.
- Spot clean walls as needed.
- Spot clean office equipment, ledges, and surfaces.
- Clean and disinfect telephones including mouth and earpiece.
- Remove fingerprints from door and partition glass.
- Clean door kickplates.
- Clean and disinfect restroom fixtures.
- Clean and refill all restroom dispensers from stock.
- Clean restroom mirrors.
- Clean and sanitize toilets, seats & urinals.
- Spot wash restroom partitions.
- Wet mop restroom floors with disinfectant.
- Clean all drinking fountains.
- Clean and disinfect sinks, counters, tables, and misc. surfaces.
- Clean and damp disinfect wipe exam tables
- Spot disinfect, wipe room fixtures and furniture such as surgical lights, ledges, exterior of cabinet units, picture frames, sills, cords etc.
- Clean entrance ways, lobby, entrance mats.
- Gather all waste, paper, recyclables, and replace can liners. Spot clean exterior of containers.
- Properly arrange furniture upon completion of work.
- Keep janitor closet clean & orderly.
- Must work together with a positive attitude and interactions with co-workers.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

1. Must have a High School diploma or GED.
2. Must have a current valid state driver's license with a good driving record.
3. Must pass a pre-employment drug and health screening.
4. Must pass a background check.
5. Work both independently and as a team member.
6. Must be able to multi-task throughout the workday as needs change.
7. Must follow all safety and facility policies.
8. Operate a personal computer and other office equipment.
9. Excellent communication skills.
10. Must be willing to adjust to a flexible work schedule.

PREFERRED QUALIFICATIONS

- 1-2 years, experience working independently on professional level cleaning in a health-related facility

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to work alone and be self-directed to complete cleaning and work orders
- Ability to meet Infection Control standards for a health center
- Fast paced with occasional high pressure or emergent situations
- PPE such as gloves or a mask may be required for task
- Frequent standing, walking, reaching, grasping, carrying
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Use of computer for utilizing Work Order system

Preference will be given to qualified individuals of American Indian descent.

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.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by Council: 6/3/2025

LVD Health Center
Human Resources Department
P.O. Box 9, N5241 US 45
Watersmeet, MI 49969
Email: careers@lvdhealthcenter.com
Website: http://www.lvdhc.org
Phone: 906-358-4587 Ext. 102
Fax: 906-358-4118