



**Lac Courte Oreilles Housing Authority**  
**13416 W Trepania Road**  
**Hayward, WI 54843**  
**Phone (715) 634-2147**  
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## **JOB POSTING**

**LOCATION:** Lac Courte Oreilles Housing Authority  
**JOB TITLE:** Housekeeping  
**SALARY:** \$11.00/hr  
**POSTING DATE:** November 25, 2020  
**CLOSING DATE:** **Open until filled**  
**DEPARTMENT:** Maintenance

**REPORTS TO:** Maintenance Supervisor

### **JOB SUMMARY:**

This employee will be responsible for janitorial services at the Housing Authority Administrative buildings, elderly units (as assigned), and will clean vacant units to prepare for new occupant.

### **DUTIES AND RESPONSIBILITIES:**

1. Clean vacant units to ensure a decent and sanitary condition for new tenants. Remove and bag all garbage from dwelling, clean appliances, cabinets and windows, clean sinks, toilets, clean all flooring (sweep, mop, vacuum, shampoo), pick up and bag all refuse/debris from around the dwelling and report all maintenance problems.
2. Maintain accurate records on the cleaning of units to document and communicate in writing to the Maintenance Supervisor any deficiency found in a dwelling.
3. Clean and maintain Housing Authority offices and properties in a publicly presentable manner as assigned or scheduled. Sweep and vacuum all floors, wash windows semi-annually, dust furniture and empty trash cans, refill paper supplies, keep sidewalks free of ice and snow, and keep offices free of debris.
4. At the elderly dwellings, keep grounds free of refuse/debris, wash windows annually, and keep sidewalks free of ice and snow when in the process of cleaning.
5. Maintain adequate supplies of cleaning and care products and recommend the acquisition of any tools or supplies needed to carry out assigned duties.
6. Report accurate work hours, materials used and mileage in the performance of duties, and maintain records that are suitable for auditing.
7. Perform light maintenance as directed by the Maintenance Supervisor.
8. Must maintain confidentiality.
9. Other duties as may be assigned by the Supervisor or Executive Director or Designee.

**KNOWLEDGE, SKILLS, ABILITIES:**

1. Knowledge of residential housing care, cleaning products and procedures.
2. Ability to follow instructions and work efficiently with minimal supervision in performing assigned tasks.
3. Ability to communicate well and accurately document activities and services.
4. Must be physically able to execute manual labor duties related to the care and cleaning of residential dwellings and small offices.
5. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.

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All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

*Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.*