



United Keetoowah Band
Of Cherokee Indians in Oklahoma
Traditional. Historic. Cultural.
UKB Corporate Board

JOB DESCRIPTION

Job Title: Facilities Attendant
Organizational Unit: Echota Behavioral Health
Supervisor: Lead Facilities Attendant
Status: Part-Time/NON-EXEMPT
SALARY: \$15 per hour/BOE

JOB SUMMARY:

The Housekeeper is responsible for maintaining cleanliness and a germ-free environment in the clinic that is constantly exposed to the spread of germs. They are involved in cleaning of waiting rooms, handrails, offices of administrative staff, clinical staff, and the restrooms.

Responsibilities include:

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing.
- Ensure all rooms are cared for and inspected according to standards.
- Protect equipment and make sure there are no inadequacies.
- Notify superiors on any damages, deficits, and disturbances.
- Deal with reasonable complaints/requests with professionalism and patience.
- Check stocking levels of all consumables and replace when appropriate.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.

Other Requirements:

- Proven experience as a Cleaner or Housekeeper.
- Ability to work with little supervision and maintain a high level of performance.
- Customer-oriented and friendly.
- Prioritization and time management skills.
- Working quickly without compromising quality.
- Knowledge of English language.
- High school degree.
- Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at any time with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

**UKB and Tribal preference applies.
Job Description is subject to change.**

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

Employee's Signature

Date

Supervisor's Signature

Date