



**CMN** College of  
Menominee  
Nation  
KESHENA • GREEN BAY

Position Title: <b>Housekeeper</b>	Reports to: <b>Lead Housekeeper</b>
Department: <b>Maintenance</b>	FLSA Status: Non Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Time Benefits</b>
SOC Code: <b>37-1011</b>	Last Updated: <b>3/22/2018</b>
Location: <b>Keshena Campus</b>	Posting Status: 2nd Posting - Open to All
Grant Funded: <b>Not Grant Funded</b>	Application Deadline:

**Position Summary:** The essential function of the housekeeper is to ensure a clean, safe, and pleasant interior environment for students, faculty, staff, and visitors of College of Menominee Nation.

**Position Responsibilities & Duties:**

- Clean assigned CMN buildings and areas on a regular basis and monitor other areas as trained and instructed
- Prepare rooms for classes, seminars, workshops and meetings as directed
- Report potentially unsafe conditions
- Respond to emergencies at CMN
- Clean of windows, light fixtures, waxing/ buffing floors and carpet cleaning in conjunction with Lead Housekeeper
- Notify management concerning need for major repairs or additions to equipment and building structures
- Perform other functions as assigned

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED
- Minimum 2 years related work experience are required
- The individual must have the ability to read and interpret documents such as safety rules and operating and maintenance instructions and be willing to participate in training as required.
- Possess a valid current driver's license
- Must have an adequate driving record in order to be on CMN's approved Drivers List

**Desired Qualification:**

- The ability to send and receive emails and to do basic word processing is helpful.

**Reporting to this Position:** None

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs housekeeping functions-Frequently

-Exposure to office/class room environment- Frequently

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used: Cleaning equipment including vaccum cleaner, brooms, dustpans, Buckets, cleaning chemicals, may use computer, printer, scanner, copier and fax on occasion.**

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Lift/Carry</b>				
Squat/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Push / Pull</b>				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Activities</b>					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Tools</b>				
Foot Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to an environment consistent with working in an office environment. The noise level in the work environment is usually moderate.

I have read and understand the expectations and physical requirements of this job description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*