

Job Announcement: 2/8/2012 closes 2/24/2012

Janitor/Housekeeping (as needed)

Indian Health Service/ Micmac Service Unit

POSITION

Janitor/Housekeeping

INFORMATION:

As needed (notification will be provided as soon as possible, may be same day in unforeseen situations)

Salary is \$10-\$12/hr depending on experience; No benefits provided. *Must be willing to go through Staffing Agency for employment.*

LOCATIONS:

Micmac Service Unit (MSU)

QUALIFICATIONS:

Knowledge and skills to perform janitorial duties when the full-time employee is on leave, travel or out sick to ensure the facility is kept in a clean and acceptable condition conducive to the nature of the service it provides. Incumbent must be available on short-notice; able to work independent, as well as part of a team; good work habits, punctuality, conscientious, and ability to follow directions; attention to detail; 2 years minimum janitor/housekeeping experience; high school diploma or GED required; and a valid State of Maine driver's license.

JOB SUMMARY:

The health center shall be maintained and cared for in every part of the leased premises, including the outside areas. It must be kept in a clean and acceptable condition. The various phases of cleaning and janitorial work shall, as a minimum, be carried out at the frequencies indicated in the schedule outlined by the Service Unit. The policing of corridors, lobbies, and toilet rooms, servicing of toilet rooms for said facility and the washing of windows may be carried out after Service Unit hours to avoid interference with clinic business. Current janitorial duty hours are Sunday-Thursday from 9:00 am- 5:30 p.m. Janitorial supplies to be furnished include paper towels, hand soaps and toilet tissue along with the agents used to clean surfaces together with any other items prescribed by the Indian Health Service.

**For complete job description please see MSU reception or ABM Personnel.*

Please submit resume to: Perry Ciszewski, Micmac Service Unit, 8 Northern Road, Presque Isle, ME 04769. 207-764-7219.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with

established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.