



# ROCKY BOY HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

**POSITION:** HOUSEKEEPER  
**SUPERVISOR:** LEAD HOUSEKEEPER  
**CLASSIFICATION:** REGULAR, FULL-TIME  
**OPENING DATE:** APRIL 4, 2024

**DEPARTMENT:** FACILITIES DEPARTMENT  
**SALARY:** MINIMUM STARTING \$17.00  
*SALARY RISES BASED ON EXPERIENCE*  
**CLOSING DATE:** OPEN UNTIL FILLED

### POSITION SUMMARY:

This position performs routine housekeeping duties to maintain a safe, pleasant, and functional environment for patients and employees of the Rocky Boy Health Center.

### MAJOR DUTIES:

- Sweeps, vacuums, scrubs, strips, waxes, and polishes floors and carpet using heavy duty scrubbers and vacuums.
- Cleans furniture, windowsills, empties waste baskets, rest rooms, and other fixtures daily.
- Uses various preparations to clean and maintain various kinds of floors and ceiling surfaces.
- Occasionally works on ladders and scaffolds to change light bulbs and replace blinds, wash walls, etc.
- Removes stains from a variety of surfaces, using chemicals and cleaning solutions.
- Collects soiled laundry for laundry service.
- Empties trash and refuse containers and Hazardous Materials from clinical areas and transports to pick-up points.
- Cleans offices, storerooms, corridors, exam rooms, field buildings, administration building, and other areas as assigned.
- Follows infection control and safety standards to handle and dispose of infectious waste, biohazardous material and contaminated items.
- Maintains restrooms in clean, orderly, and sanitary condition. Cleans "isolation" areas, which requires application of specific disinfecting procedures.
- Frequently lifts or moves objects weighing up to 40 pounds and may occasionally lift up to 50 pounds.
- Work requires constant standing and walking.
- This position's schedule varies with shifts covering early and evening hours, holidays, and weekends.
- Wear protective clothing such as surgical scrub suits, shoe covers, face mask, cap or hair covers and gloves, taking care to change clothing when having to clean soiled, blood or body fluids.
- Undertakes additional responsibilities as delegated and directed by the supervisor to support the overall functioning and objectives of the Rocky Boy Health Center, which may include tasks such as assisting with administrative duties, participating in quality improvement initiatives, contributing to team projects, or engaging in professional development activities.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

### MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Knowledge of housekeeping methods and techniques; of various floor, wall, and ceiling covering materials and their properties; and of current developments concerning new cleaning agents, techniques, and equipment.
- Working knowledge of textiles, especially concerning durability and clean ability of fabrics.
- Working knowledge of laundry operations, procedures, and equipment.
- Able to lift up to 40-50 pounds, walk and stand for extended periods.

### APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

### SUBMIT APPLICATION:



In Person Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail [rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online <https://www.rbclinic.org/employment>

### APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

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Joel Rosette, Chief Executive Officer