



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

Re-posting

**Position:** Housekeeping

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$15.00 per hour  
\$1,000.00 sign on bonus once pass 90 day probationary period

**Hours:** Monday – Friday 3:00pm-11:00pm

**Posting Date:** May 25, 2021

**Closing Date:** Until Filled

**Description of Position:**

The LCO Community Health Center's Housekeeping staff provides essential cleaning and limited maintenance services for the health facility. Among these duties are cleaning all areas of the facility, limited grounds keeping and providing light security for other employees and patients of the Health Center.

**Qualifications:**

- Possess a high school diploma or equivalent.
- Possess good writing and oral presentation skills.
- Previous 2 years work experience in housekeeping, preferably at a medical facility preferred.
- Knowledge of office policies and procedures regarding housekeeping functions and standards, including safety and sanitation.
- Knowledge of cleaning methods, materials, tools and equipment.
- Ability to follow established procedures, of the highest cleanliness standards, relative to cleaning and maintenance of a Health Facility.
- Skill in operating housekeeping equipment and machines.
- Must possess the physical ability to perform tasks requiring continuous walking, standing, stooping, moving objects and climbing short ladders.
- Must be able to lift 50 pounds.
- Previous experience in ordering and purchasing supplies.

- Previously Trained in Infection Control preferred.
- Basic computer skills preferred.
- Must be able to pass a pre-employment drug test and subject to random drug testing.
- Must be able to pass a background check.
- Valid Drivers License and Vehicle Insurance.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

**Major Duties and Responsibilities:**

1. Performs light maintenance and housekeeping duties to ensure a clean, safe and secure Health Center.
2. Abide by CDC Guidelines for Environmental Infection Control in Health-Care Facilities.
3. Abide by the LCO Housekeeping Management Plan and Policy Manual.
4. Provides light security while working in the Health Center.
5. Performs routine maintenance functions as ordered, or assigned.
6. Carried out assigned duties in areas related to infection control; to include sanitation procedures and wearing appropriate personal protective equipment (PPE).
7. Provides grounds keeping support including mowing grass, shoveling snow, etc.
8. Performs cleaning of office areas as outlined in clinic housekeeping procedures.
9. Performs cleaning and sanitizing of medical treatment rooms as outlined in clinic housekeeping procedures.
10. Maintains flooring throughout the entire facility by vacuuming and spot cleaning carpet, or mopping and waxing tile floors as outlined in the clinic housekeeping procedures.
11. Washes ceilings, walls, lights, windows, fixtures, mirrors, and vents according to clinic housekeeping procedures and on the pre-determined cleaning schedule.
12. Flexible and willing to take initiative in identifying and performing work that needs to be done.
13. Must be able to work and complete tasks proficiently with limited supervision.
14. Must be able to act professionally and pleasantly to all clinic staff, patients and visitors.
15. Order and Purchase supplies.
16. Perform any additional tasks as requested by the Facilities Director.
17. Responsible for reporting Adverse Incidents.

**Supervision and Guidance:**

The Housekeeper will work under the direct supervision of the Facilities Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) current letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

~~05/25/2021~~

07/19/2021