

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE: CRO HOUSEKEEPING**

**STATUS: PART-TIME**

**CLASSIFICATION: NON-EXEMPT**

**DATES OF POSTING PERIOD: UNTIL FILLED**

This position is assists with the event coordination and housekeeping at tribal properties and tribal events and is under the direct supervision of the Event & Housekeeping Coordinator and indirect supervision of the Cultural Resource Officer.

**MAJOR JOB FUNCTIONS:**

- Assist with coordination and/or set-up/take-down of tribal events
- Assist with duties during tribal events, as requested
- Assist with housekeeping duties:
  - Floors – vacuuming, sweeping, mopping, waxing, shampoo, etc. as necessary
  - Windows/Glass Doors – Cleans inside and outside as necessary
  - Dusting – main areas, offices (as needed), light fixtures, etc.
  - Kitchen Areas – Runs dishwasher, clean out refrigerator (as needed), etc.
  - Duties such as laundry, changing linens, towels and other items as needed for guests
  - Use of approved products for cleaning and disinfection to minimize the risk and/or transmission of communicable diseases, while adhering to safety protocols for each product

**OTHER JOB FUNCTIONS:**

- Assist with planting, watering and general maintenance of flowers and plants at CRO properties
- Restocking of and maintaining of list of cleaning and other supplies that need to be replenished
- Occasional deep cleaning of ceiling fans, light fixtures, blinds, baseboards and windows
- Other duties as assigned.

*This position includes, but is not limited to, the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Previous housekeeping experience preferred, but not required
- Must possess high integrity regarding confidential and sensitive information
- Must adhere to safety procedures at all times
- Ability to work unsupervised and as part of a team while meeting deadlines
- Ability to work a flexible schedule and/or beyond normal working hours
- Must possess ability to multi-task

Human Resource Officer  
Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [cgibson@miamination.com](mailto:cgibson@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

- May be required to successfully pass criminal background investigation
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PHYSICAL REQUIREMENTS:**

- Moderate physical activity
- Must be able work inside and outside in all weather conditions
- Must be able to lift and carry a minimum of 50 pounds

**CONDITIONS OF EMPLOYMENT:**

- Part-time position subject to budget availability

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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