



Federally Recognized  
October 3, 1950

**UNITED KEETOOWAH BAND  
of CHEROKEE INDIANS in OKLAHOMA**

P.O. Box 746 · Tahlequah, OK 74465  
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[www.ukb-nsn.gov](http://www.ukb-nsn.gov)

**COUNCIL**

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WPEŊ SVS O'EŌGĀ

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DhJf DĀf

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TAHLEQUAH  
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**Internal/External Announcement**

Opening Date: 04/30/2026

Closing Date: 05/07/2026

Applications can be obtained and then submitted using the information listed above or by email:  
[mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Job Title: Housekeeper

Department: Maintenance

Location: UKB Tribal Complex – Tahlequah

Reports To: Maintenance Supervisor

Status: Full-Time, Non-Exempt

Pay: BOE

**Summary**

Perform routine cleaning duties of facility, maintain supplies, and inspect building for repairs.

**Essential Duties and Responsibilities**

Cleans offices, restrooms, and corridors

Sweeps floors and cleans carpets.

Dusts furniture.

Washes walls, windows, door panels, and ceiling.

Cleans windows, sills, and door panels.

Empties wastebaskets and transports trash/waste to disposal area.

Replenishes restroom supplies and change lightbulbs.

Observes safety and security procedures. Uses equipment and materials properly.

Follows instructions, responds to management direction.

Performs other duties as assigned.

**EDUCATION AND EXPERIENCE**

High school diploma or General Education degree (GED) required. One-month training or experience.

**JOB QUALIFICATIONS**

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

May or may not have control over Indian children.

**OTHER SKILLS AND ABILITIES**

Planning, organizing, and efficient time management.

Works quick and efficiently.

Is consistently at work and on time.

