

Job Title: IKAYUQTI JANITOR
Reports to: Administrator
Status: Full-time, non-exempt, hourly
Wage: DOE
OPEN:
CLOSE: UNTIL FILLED



JOB SUMMARY

Responsible for cleaning of Ikayuqti facility, disposal of trash, maintenance of cleaning and sanitation supplies. Duties shall satisfy applicable standards for sanitation and environmental protection, including the applicable standards of 7 AAC 101000 --7 AAC 10.1095. Ikayuqti shall allow inspection by the department as required by AS 47.32.100 and 7 AAC 10.9700 –7 AAC 10.9620 and by any municipal authority responsible for ensuring that the home meets applicable municipal sanitation and environmental protection requirements. Shall maintain separate floor cleaning supplies for facility, kitchen and incontinence cleaning.

ESSENTIAL QUALIFICATIONS

- High School diploma or GED certificate
- Must pass Background Check
- Must obtain and pass TB clearance
- Currently has Alaska Driver's License and never had license denied or revoked
- Must have two (2) employer references, three (3) character references and a resume
- Maintains confidentiality, attends and participates in staff meetings
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Ability to work individually, as well as a team member
- Ability to get along with residents of facility and employees of facility
- Ability to keep facility clean and sanitary
- Ability to follow guidelines of Ikayuqti, State of Alaska, and Federal guidelines for sanitation and DEC requirements

PHYSICAL DEMANDS

- Extensive walking, standing, and bending
- Lift/push up to 50 pounds
- Dispose of trash as required by regulation, capable of driving trash to landfill as necessary
- Assists in training of temporary janitorial staff

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Assist with maintaining compliance with appropriate local, State and Federal regulatory standards
- Ensure that all rooms in facility are cleaned daily, floors swept and mopped, trash emptied.

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
Unalakleet, AK 99684

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NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.