

Job Title:	CUSTODIAN
Reports to:	Executive Admin Assistant
Status:	Part-time, Non-exempt, Hourly
Wage:	\$15.00/hour, DOE
OPEN:	February 24, 2026
CLOSE:	UNTIL FILLED



JOB SUMMARY

The Custodian duties will include cleaning and light maintenance at the NVU Office, Memorial Hall, and Ikayukti Elders Assisted Living Facility.

ESSENTIAL QUALIFICATIONS

- Physical demands: Must be able to lift up to 50 pounds; stand or walk for an extended period of time; push or pull heavy equipment; and considerable reaching, stooping, kneeling, and crouching.
- 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

- Must be physically able to do their assigned work and have a flexible schedule.
- Must be able to utilize cleaning products chemical, vacuums, mops, wringers, dust tools, and floor machines.
- Must be reliable, dependable, and respectful.
- Preferred of knowledge of custodial methods, practices, materials, tools, occupational hazards, and safety precautions of the custodial work.

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

- Sweep and mop all floors in main areas and offices.
- Dust all furniture, remove all waste, bring trash to baler, wash all waste buckets, and wash furniture to remove scuff marks and stains.
- Dust ledges, counter, and other flat surfaces; spot clean, clean light fixtures.
- Clean all restrooms: scrub toilet bowl; wipe down toilet; wipe walls and bathrooms stalls; refill soap, paper towel, and toilet paper.
- Vacuum and shampoo carpets as needed.
- Floor maintenance.
- Glass cleaning: window, mirrors, and light fixtures.
- Spot clean shades.
- Clean refrigerators, microwaves, coffee pots, counters, sinks.
- Clean and maintain entrances: vacuum/shake out all entry mats, ensure doors and stairs are free of snow and ice.
- Check that all doors are locked, windows closed and locked, and lights are off at the end of the day.
- Light maintenance repairs.

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

Executive Director Tracy Cooper
EMAIL: tracy.cooper@unkira.org

Phone: (907) 615-4611
FAX: (907) 615-4604

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