



Ahtna Intertribal Resource Commission

PO Box 613 – Glennallen, Alaska 99588
Phone: (907) 822-4466 Fax: (907) 822-4406

www.ahtnatribal.org
connect@ahtnatribal.org

Position Description: Custodian
Schedule: Part Time: 6-10 hours per week
Reports to: Office Manager

Under the general supervision of the Office Manager, the Custodian has the primary responsibility for cleaning the office in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules at the office including but not limited to the conference room, kitchen, office areas, bathrooms, storage areas and entrances. The custodian follows the cleaning schedule to minimize interference with staff at work. The custodian may also be responsible for performing additional duties not stipulated below. If so, these duties are specified as an addendum to this description. These additional duties may include general building and ground maintenance, laundry, etc.

Essential Functions:

1. Follows and completes the offices daily, weekly and monthly cleaning schedule. These duties include:
 - a. Collects and bags all garbage from the office, placing the tied bags in the closed dumpster.
 - b. Disinfects and cleans garbage and trashcans, and changes bags daily.
 - c. Washes and sanitizes bathrooms' fixtures daily with cleaning solution.
 - d. Uses cleaning solution, wet mops all washable floors daily including kitchen, bathroom, office and conference room.
 - e. Washes bathroom, kitchen, conference room and other windows (inside and outside) and walls using cleaning solution as scheduled or needed.
2. Vacuums all carpeting daily
3. Sweeps, wipes down and clears entrance spaces, daily
4. Dusts, washes and sanitizes other surfaces as specified in schedule
5. Performs other duties as specified in schedule
6. Refills paper towel, tissue, toilet paper and hand soap in all dispensers
7. Changes light bulbs, as needed
8. Reports the following to the Office Manager, or designated staff person:
 - a. Presence of animals, vermin or insects.
 - b. Need for cleaning supplies or equipment repair in advance.
 - c. Water leaks, and other maintenance needs.
 - d. All other health and safety hazards noticed.

9. Participates in emergency drills and environmental safety activities, as requested.
10. Performs other duties as specified in job description addendum or as assigned.
11. Undertake occasional custodian and janitor tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)
12. Secure facilities after operating hours by locking doors, and closing windows.

Custodian Qualifications/Skills:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Knowledge of occupational hazards and safety rules
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Communication skills
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Ability to lift heavy objects, climb ladders and work at particular heights

Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills
- It is preferred that the Custodian have training, background in the custodial field